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 **THE LOFT AT CHURCH STREET**

 **Clean up / Inspection List**

 ***COMPLETED CHECKLIST MUST BE TURNED IN WITH KEY FOR DEPOSIT REFUND***

 ***DAMAGE IN EXCESS OF DEPOSIT AMOUNT WILL BE CHARGED TO RENTOR***

**Name: Key #**

**Date of Rental: Phone #:**

* Smoking is **NOT** allowed in the building.
* **Do not nail or tape anything to walls, ceiling or other surfaces (no harm tape is ok)**
* All cleaning supplies and trash bags are provided and located in the closet east of the kitchen

 **Vacuum/Sweep & mop the floors**

 Clean bathroom counters, toilets and mirrors

Wipe off tables & chairs and return all chairs to the storage stands

 **Empty trash cans, wipe lids if needed and replace all trash bags**

 Remove any items from the refrigerator & wipe up any spills

 Turn off all interior lights, including ceiling fan and bathroom lights

 Lock all doors including exterior front door. Double check to make sure all doors are locked

\_\_\_\_\_ Returned key and checkoff list to Village Municipal Building

 ***Please return this form with the key to the Village Municipal Building- 800 Village Blvd.***

 ***If after hours, please place both in Night Drop Box located in the exterior vestibule.***

 ***This form will be used to inspect the building for the return of your deposit.***

 ***Should you have issues or questions, please call Linda Granger at 614-226-0424.***

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**Village Staff Only - Please Initial each item and return to the Admin Office:**

\_\_\_\_\_\_ Wiped off and returned all tables & chairs to the storage stands

 \_\_\_\_\_\_ Cleaned kitchen & bathrooms

 \_\_\_\_\_\_ Disposed of all trash

 \_\_\_\_\_\_ Replaced trash bags/liners

\_\_\_\_\_\_ Swept & mopped floors

 \_\_\_\_\_\_ Removed any items from the refrigerator

 \_\_\_\_\_\_ Turned off all lights

 \_\_\_\_\_\_ Locked all doors

 \_\_\_\_\_\_ Returned key and checkoff list to the Municipal Bldg- 800 Village Blvd

 \_\_\_\_\_\_ Table Count \_\_\_ Chair Count Rev. 4.7.23