# Community Building Cleaning Checklist – Post-Rental

## General Areas

* Remove all decorations, tape, tacks, or adhesives from walls, ceilings, windows, and doors
* Return all tables, chairs, and furniture to original locations
* Wipe down all tables, chairs, and surfaces
* Sweep and mop all floors (including under tables and chairs)
* Empty all trash cans
* Replace trash liners
* Check for and remove any personal belongings left behind
* Spot clean walls, doors, and windows as needed
* Turn off all lights and electronics

## Restrooms

* Clean and disinfect all toilets, urinals, and sinks
* Wipe down counters and mirrors
* Empty all restroom trash bins
* Refill toilet paper, soap, and paper towels (if required )
* Mop restroom floors with disinfectant
* Check for plumbing issues or damages

## Kitchen

* Clean all countertops and surfaces
* Wipe down and sanitize sinks
* Clean microwave, fridge, and other appliances (inside and out)
* Wash, dry, and put away any used dishes or utensils
* Remove all leftover food and beverages
* Take out kitchen trash and replace liners
* Sweep and mop the floor

## Final Check

* Conduct a walk-through to ensure all areas are clean and orderly
* Note any damages or maintenance issues and report if needed
* Return keys to Drop Box out side once the door is locked