

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