

# WHITE OAK TOWSHIP BUILDING RENTER CHECKLIST

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## **ALL chairs and tables are folded and returned to storage racks**

- Undamaged
- Cleaned (*Top, Bottom, Legs*)
- Remove any tape or gums from the underneath side

## **Sweep, vacuum, or dust mop ALL floors**

- Kitchen
- Bathroom
- Foyer
- Main Room

## **Wet Mop ALL floors – leaving no footprints**

- Kitchen
- Bathroom
- Foyer
- Main Room

## **Take ALL garbage to dumpster**

- Kitchen
- Bathroom
- Main Room
- Parking Lot

**Thoroughly clean and sanitize kitchen sinks, counters, stove tops, ovens, microwave, refrigerator, and coffee pots.**

**Flush every toilet**

**Wipe down bathroom toilets and sinks**

**Thermostat Temperature returned to:**

- Air conditioning season – 78 degrees
- Heating season – 62 degrees

**ALL lights must be turned off**

**All doors (*Front, back, and side*) MUST be locked**

**NO SIGNS OR POSTERS ARE ALLOWED ON WALLS.**

**NO THUMB TACKS, TAPE, STICKY NOTES, OR PUTTY ON WALL, CEILINGS, WINDOWS, FANS, OR WINDOW FRAMES**

**NO SMOKING** in building or within 15 feet of any entrance

**NO ALCOHOLIC** beverages allowed on Township Property

**NO ANIMALS** allowed in the building except for service animals

**DO NOT PARK** in front of the Fire Station

Failure to follow these rules may result in you or your group's suspension from future use