

DEPOE BAY COMMUNITY HALL
Checklist For Community Hall Users

This List is Provided as a Reference and Guide to Help Insure Refund of Your Deposit
Thank You!

Facility Cleaning Instructions



- Utensils, Pots and Pans - Cleaned and Stowed In Cabinet
- Counters, Sink, Oven, and Stovetop - Cleaned
- Vinyl Floor - Sweep and Mop
- Hardwood Floor - Sweep and Mop
- Food - Removed from Refrigerator
- Garbage Interior/Exterior - Disposed in Dumpster Outside N. side of Building (Close Lids)
- Cleaning Supplies - Stowed in W. Storage Closet
- Decorations and Fasteners - Removed
- Tables and Chairs - Cleaned and Stowed in Closet
- Lights and Heat - Turned-Off
- Front and Back Doors - Locked
- Picnic Benches - Cleaned and Located in S. Parking Area
- Exterior - Sweep Entry Ramp and Back Deck, Pick-Up Debris in Parking Lot/Yard Area

Please Note:

- No Nails or Staples are to be Used to Hang Interior/Exterior Decorations (Tape Only Please)
- Missing or Damaged Items will be Charged Against Deposit
- All Cleaning Supplies in the W. Storage Closet
- Open Restroom Doors before Leaving
- Return Keys to City Hall - Deposit will be Retained if keys are not returned

Report Any Damages or Maintenance Issues Below
