

**Pine Castle Woman's Club
Rental Check Off Sheet**

- _____ Remove all decorations
- _____ Turn off all inside lights
- _____ Turn off A/C in kitchen if used
- _____ Leave main A/C set at 81°
- _____ Empty all trash cans (including bathrooms)
- _____ Sweep all floors
- _____ Wipe up any spills on the floors
- _____ Wipe down all counters (if used)
- _____ Wipe down microwave (if used)
- _____ Take all leftover food out of kitchen
- _____ Wipe up any spills on front of kitchen cabinets
- _____ Wipe off all tables before putting them away
- _____ Return chairs to original location
- _____ Check chairs for spills and wipe down as needed
- _____ Unplug fountain on patio if used
- _____ Unplug patio lights if used
- _____ Pick up any trash/food from patio area and area around building (including parking lot) if applicable
- _____ Lock all doors (southside kitchen door, northside patio doors and front door)