

DWIGHT LYDELL CHAPTER - CONSERVATION CENTER

RENTAL CHECKLIST & DEDUCTION FEES

This checklist is designed for use by the lke's person(s) in charge of rentals and renters. Fees will be deducted from deposits if specific tasks are not completed.

RENTER \_\_\_\_\_ RENTAL DATE(S) \_\_\_\_\_ CHECKED BY \_\_\_\_\_

TASK	FEE	CHECKED
1. Clean, dry and put away all dishes, silverware, etc.	\$25.00	_____
2. Clean range and ovens.	\$25.00	_____
3. Clean refrigerator/remove food and beverages.	\$10.00	_____
4. Clean all counters.	\$10.00	_____
5. Mop kitchen floor.	\$10.00	_____
6. Clean kitchen sinks.	\$10.00	_____
7. Clean bathrooms.	\$25.00	_____
8. Clean dining room (tables, chairs, vacuum floor).	\$10.00	_____
9. Take out trash to dumpster, replace can liners.	\$25.00	_____
10. Remove all personal items and debris from premises.	\$5.00	_____
11. Turn off hot water heater.	\$5.00	_____
12. Turn off gas grills. *Store when cool.	\$5.00	_____
*13. Remove used extinguished charcoals.	\$5.00	_____
14. Close kitchen door. Turn off all lights.	\$5.00	_____

15. Set thermostat to 55 degrees.	\$5.00	_____
*16. Remove extinguished fireplace ashes.	\$5.00	_____
17. Open fireplace damper/close fireplace door.	\$5.00	_____
18. Lock all doors and windows/close and lock garage/lock gate.	\$5.00	_____
19. Return keys.	\$5.00	_____
20. Note replacement items.		_____

\* Note: For safety reasons, these tasks must be completed in the morning of the following day after the rental.

Check list & fees - 1/20/12