

SAMISH ISLAND COMMUNITY CENTER: CLEANUP & DAMAGE DEPOSIT RETURN CHECKLIST

Please return this form, with the key, to the key drop box. Please note anything SICC needs to know.

Cleanup Specifics	✓	Condition or needs noted
Sweep facility, and obvious spills cleaned up.		
Wipe tables and return to racks in storage room.		
Wipe chairs, and put away as indicated on the photo on the wall in the storage room.		
Bag all trash from kitchen, bathroom, storage, outdoor areas and remove.		
Clean kitchen countertops, mop obvious spills.		
Remove personal items from refrigerator and freezer.		
Tidy restroom, wipe obvious spills.		
Outdoor area: Remove all personal items. Return grates to storage area. Picnic tables under the roofed area.		
Pick up any litter in parking lot.		
Close and latch all windows in kitchen and hall. Close and lock all three exterior doors.		
Turn heat down 50 degrees.		
Turn off all lights, including storage, and restroom.		
Load up dishwasher with hall utensils & cups, add soap, start normal wash cycle, toggle "heated dry" button to off. The next renter will remove.		
Put away unused or clean items in cupboards or bins.		
Take tablecloths to launder if soiled. Return to the rental agent within three days.		
Return key & this sheet, with any notes. Key is due directly after your rental, or before 9:35 am the next morning.		