**Summer Daze 6/22/2024**

**Rental Cleaning Checklist**

Facility Used: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenants Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

It is the responsibility of the tenant to ensure that the facility being rented is returned to the same condition, or better than it was received before the event

**The following items' must be checked off upon completion by the TENANT**

The TENANT shall sign this checklist after all the tasks are complete and will submit this form along with your keys to the PORT staff employee on duty before the TENANT leaves the facility after their event.

Call the fairgrounds Manager at 206.356.6829 if no PORT staff is on duty when you’re ready to submit this form and turn in your keys.

**Cleaning Checklist:**

* Chairs cleaned, folded, re-racked, and returned to the original location
* Tables cleaned, folded, re-racked, and returned to the original location
* All food, dishes, cups, utensils, beverages, linens, and napkins removed
* All decorations and items brought into the facility are removed
* All indoor spaces are swept and mopped (spot mop is fine)
* Stages cleaned and reset as you found them
* Wall, doors, and windows are clean
* All garbage cans are emptied of contents
* All bags of garbage are placed in the grey dumpster on the midway (lock code 2014)
* Lights are off, doors and windows are locked
* ALL TRASH must be removed from the ground. Including glitter, confetti, etc…
* Bathrooms are left clean and free of trash
* Brooms, mops, and sanitizer spray returned to where they belong

Any area not cleaned appropriately will result in all or part of the cleaning deposit being withheld

I (TENANT) am the authorized person responsible for the clean-up and condition of the facility being rented and returned to the PORT. I confirm the above checklist is complete

TENANT Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

PORT Staff Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_