



Descanso Town Hall Association

24536 Viejas Grade Road

P.O. Box 384

Descanso, CA 91916

Cleaning Checklist

To ensure proper cleaning of the town hall we ask that you follow the instructions below. The Hall needs to look as clean as it did when you first entered for the next event. This will guarantee the return of your cleaning deposit. Taking photos of the Hall before you set up and decorate will help ensure proper placement of everything and cleanliness of Hall. Please check each task and then sign when all are completed.

_____ **FLOORS:** Need to be swept and/or dust mopped thoroughly, and then mopped with cold water only. Please **do not** use any cleaners of any kind. The brooms, mops etc. are located in the hallway by the men's restroom. Water from the pail needs to be dumped outside in the dirt. **NEVER DUMP THE WATER DOWN ANY OF THE SINKS OR TOILETS, AS IT CAN CAUSE CLOGS AND "RENTER" WILL BE CHARGED THE COST OF THE PLUMBER'S FEES WHICH WILL BE DEDUCTED FROM THE CLEANING/SECURITY DEPOSIT.**

_____ **TABLES AND CHAIRS:** Need to be wiped clean and stacked neatly in their proper place, as found when you entered the hall. Tables against the wall, chairs in the rack beside the tables in the back corner of the hall. **DO NOT** drag tables or chairs across the floor as it will scratch the surface. Please lift them when moving.

_____ **BATHROOMS:** Sinks, counters and mirrors are to be wiped down and left clean. Bathroom floors are to be mopped. Cleaning supplies, extra toilet paper and paper towels are under the sink in the women's bathroom. **PLEASE BE SURE ALL TOILETS HAVE BEEN FLUSHED AND THOROUGHLY CLEANED.** Be sure faucets are shut off.

_____ **KITCHEN:** If you use the kitchen, please leave it clean. Counters wiped clean, sinks rinsed out, stove cleaned and foil lining under stove burners and under grill replaced if necessary. Foil is located in the drawer to the left of the stove. Floors swept and mopped. All items brought by you are to be removed from the refrigerator and/or freezer. The refrigerator in the kitchen is for **Town Hall** use only. An inventory of items in this fridge will be taken prior to rental and after the event. There will be an automatic deduction from your Cleaning/Security deposit for reimbursement of any missing items. The freezer and refrigerator in the back of the hall is for **"RENTER"** use.

_____ **TRASH:** All trash must be placed in the outside dumpster. If locked, the Combo is **2453**. The replacement bags for the trash cans are in the cubby under the stove. **DO NOT** leave trash bags or cans outside. ALL outside trash must be picked up and thrown away.

_____ **LIGHTS:** When locking up, please make sure all lights, including kitchen and bathrooms, are turned off. The switch for the outside lights are to the left of the fuse box in the southeast corner of the hall. Please **DO NOT** touch the fuse box.

_____ **HEATER:** Please turn off heaters before leaving. (From December through March, please leave the thermostat at 50 degrees to prevent pipes from freezing.) IF HEATERS ARE ON OVERNIGHT, except from December – March) **YOU WILL BE CHARGED** from the Cleaning/Security deposit.

_____ **FANS:** The fans work the opposite of what you may think. 1 is fastest – 4 is slowest. In the winter, use 1 as it directs the heat down and saves propane. Please make sure all fans are turned **OFF** before you leave.

_____ **SMOKING:** Renter agrees to comply with no smoking inside the Town Hall. Smoking is permitted on the blacktop and bare dirt areas only. There is **NO SMOKING ALLOWED INSIDE THE TOWN HALL**. We can supply cigarette cans outside for you. **PLEASE DO NOT LEAVE CIGARETTE BUTTS ON THE PREMISES.**

_____ **MUSIC:** Your music must be turned off at 10:00 pm.

_____ **PIANO:** The piano must **NEVER** be moved for any reason.

_____ **FIRE:** In case of fire, call 911. There are 3 plainly marked fire extinguishers in the kitchen. Please use #1 first, for small fires: #2 next and #3 as a last resort.

_____ **FINAL CHECK:** Go through the entire hall upon completion of the above to make sure that nothing was overlooked.

_____ **OUTSIDE:** Please walk the outside area and pick up **ALL** trash and cigarette butts.

As you leave, please make sure the front door, kitchen door and ALL windows are closed and securely locked. A fee will be assessed for Unlocked and/or Open windows.

Make sure that the blinds are closed with the slats UPWARD. Closing the blinds with the slats in a downward position will cause sun damage to the floor and \$50.00 will be deducted from your Cleaning/Security deposit.

Leave the keys on the counter inside the hall with this checklist signed and dated. Exit the building through the back door. Please pull the handle located on the outside of this door to make sure it is closed tight.

If the above requirements have not been met, you will be contacted immediately to complete the cleaning before the next renter. If it is not possible to reach you before the next event, your deposit will be subject to a cleaning fee. **IF YOU WANT THE CLEANING TO BE DONE FOR YOU, WE CAN MAKE PRIOR ARRANGEMENTS TO HAVE THE CLEANING DONE FOR A MINIMUM OF \$150.**

\$25 WILL BE DEDUCTED FROM YOUR CLEANING/SECURITY DEPOSIT if the keys are not left on the counter with this checklist signed and dated upon termination of rental agreement.

Your cleaning/security deposit will be returned to you or destroyed once the Cleaning Coordinator has checked the Hall for cleanliness and rental agreement compliance.

If you find any problems or have any questions, please contact Lisa Stoveken @ 619 987-0242 or from the phone in the Hall: 619 445-8788. The phone in the kitchen will only call a “445” exchange. There is a list of local people to call and their numbers above the phone.

The Descanso Town Hall is not only a historical building, but also the pride of our community. We are proud that you have chosen the Town Hall for your event and hope that you will tell others about our unique facility.

On that note, we thank you very much for choosing our beautiful Town Hall for your special event and hope that you will return.

I, _____, have personally checked that all the above has been completed.
Print Name

Signature

Date

_____ Please destroy my Security/Cleaning Deposit

_____ Please return my check to me to this address: _____