



# DESCANSO TOWN HALL ASSOCIATION

24536 Viejas Grade Road • P.O. Box 384 • Descanso, CA 91916

## CLEANING & DEPARTURE CHECKLIST

EVENT: \_\_\_\_\_ DATE: \_\_\_\_\_

To ensure proper cleaning of the Town Hall we ask that you follow the instructions below.

The Hall needs to *be left as clean as it did when you first entered* for the next event. This will guarantee the return of your Cleaning/Security deposit. Taking photos of the Hall before you set up and decorate will help ensure proper replacement of Hall items and cleanliness of the Hall. Please check each task and then *sign when all tasks are completed*.

**NOTE: If you have contracted with us to provide cleaning services you are still required to remove all full bags of trash to the dumpster and complete items A & B below.**

## CLEANING CHECKLIST

- A) **CLEAN-UP:** Remove all of your decorations and any supplies you have brought into the Hall. Make sure all DTHA items used are cleaned and put away. **REMOVE ALL PUSH PINS** that may have been used for decorating.
- B) **TABLES AND CHAIRS:** All tables and chairs **MUST** be wiped clean, **IF** soiled or stained, with Mr. Clean Magic Erasers and microfiber cloths provided by DTHA, and stacked neatly in the same locations as found. **DO NOT** drag tables or chairs across the floor as it will scratch the surface, please always lift them when moving. If you find any tables or chairs broken and/or needing repair, please set them aside for inspection by DTHA. Magic erasers and cloths are located in the cabinet under the sink to the left of the back exit door of the Hall.
- C) **FLOORS: Wood Floors** need to be swept and/or dust/dry mopped thoroughly. **DO NOT USE WATER** or any cleaners on the wood floor (wipe up spills if they occur.) **Kitchen & Restroom Floors** need to be swept first with the straw broom and then mopped with the disinfectant mop.
- D) **RESTROOMS:** Sinks, counters, and toilets are to be wiped down with disinfectant cloths or spray. Restroom floors are to be swept and then mopped with the disinfectant mop. Cleaning supplies, extra toilet paper, and paper towels are under the sink in the Women's restroom. **PLEASE BE SURE THAT ALL TOILETS HAVE BEEN FLUSHED AND THOROUGHLY CLEANED.** Be sure that all faucets are *shut off*.
- E) **TRASH:** All trash must be placed in the outside dumpster. You may consolidate smaller bags into larger ones. The dumpster key is located at the end of the restroom hallway, behind the curtain next to the Men's/Handicapped restroom. Replacement bags for the trash cans are located in the cabinet under the sink to the left of the back exit door of the Hall. **DO NOT** leave trash cans or bags outside. Replace all trash can liners for the next renter. **ALL OUTSIDE TRASH** must be picked up and thrown away.
- F) **KITCHEN (if used):** Counters wiped clean and sinks rinsed out. Any dishes, pots, pans, and utensils used must be washed and put away as found. All items brought by Renter are to be removed from refrigerator and/or freezer. An inventory of items in the refrigerator will be taken prior to Rental and after the conclusion of the event. There will be an automatic deduction from your Cleaning/Security deposit for any missing items.

## DEPARTURE CHECKLIST

- 1) **LIGHTS:** When locking up, please make sure that **ALL** lights, including kitchen, restrooms, side patio/chair storage area, and bandstand side (west) outdoor lights are turned **OFF**. Please **DO NOT** touch the fusebox.
- 2) **FANS:** Please make sure that all fans are turned **OFF** before you leave.
- 3) **OUTSIDE:** Please walk the outside area, pick up **ALL** trash, remove **ALL** trash bags to the dumpster. Turn off **ALL** lights on the bandstand side (west) of the hall.
- 4) **WINDOWS:** Make sure that all windows are closed & locked and all blinds closed with slats facing **UPWARD**. Leaving the window blinds closed with the slats in the downward position will cause sun damage to the floor and \$50 will be deducted from your Cleaning/Security deposit.
- 5) **HEATER: April thru November:** Please **TURN OFF ALL** heaters before leaving. **December thru March:** Please leave heaters on with the thermostat at **40 DEGREES** to prevent pipes from freezing. **IF HEATERS ARE LEFT ON OVERNIGHT FROM APRIL TO NOVEMBER YOU WILL BE CHARGED** from your Cleaning/Security deposit.
- 6) **FINAL CHECK:** Go through the Hall upon completion of the above to make sure that nothing was overlooked.
- 7) **KEYS & CHECKLIST:** Leave the keys on the counter inside the Hall along with this checklist signed & dated. A \$25 fee will be deducted from your Cleaning/Security deposit if the keys are not left on the counter as required.
- 8) **FINAL EXIT:** Ensure that **ALL DOORS** are locked: Front, Side Patio/Chair Storage Area and Kitchen. Exit the building through the back door. Please pull the handle located outside after exiting to ensure that it is closed tight.

*If any of the cleaning 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 start of the next event, your Cleaning/Security deposit will be subject to charges for those items left incomplete or incorrectly done.*

*Your Cleaning/Security deposit will be returned to you or destroyed (your choice) once the Cleaning Coordinator has inspected the Hall for cleanliness and Rental Agreement compliance. If you have any questions or concerns please contact Rebeca M. Toth, Rental Coordinator, at (619) 403-8000.*

*The Descanso Town Hall is not only a historical building, but also the pride of our community. We are delighted that you have chosen the Town Hall for your event and hope that you will tell others about our unique facility. We thank you very much for choosing our beautiful venue for your special event and hope that you will return.*

I, \_\_\_\_\_ have personally checked that all of the above items have been completed.  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

- Please destroy my Cleaning/Security Deposit check
- Please return my Cleaning/Security Deposit check to the following address:

\_\_\_\_\_