

**RENTAL CHECKOUT SHEET**  
**SILVERTON GRANGE #748**

**The Grange has no garbage service. Please 'leave it as you find it'.**

**CLEANING SUPPLIES ARE LOCATED UNDER SINKS AND IN THE FURNACE ROOM IN BACK OF KITCHEN. Vacuum in closet in main room.**

- \*Restack all folding chairs on chair rack, cleaned as necessary
- \*Replace folding tables under counter rack between kitchen and main room
- \*Sweep hard floors. Spot mop as needed. Vacuum as needed.
- \*Wash all dishes, utensils and other kitchen items. Leave on drying rack.
- \*Wipe countertops, table tops as needed.
- \*If you have moved things around, please put them back in place
- \*Make sure bathrooms are clean
- \*Remove all evidence of your event: décor, tape, glitter, food, etc.
- \*Turn off all faucets and remove stoppers from sinks.
- \*Unplug coffee pots and other small appliances except microwave.
- \*Turn temperature down to 50 degrees
- \*Turn off all lights but porch light.
- \*Leave restroom doors OPEN. Turn off lights and fans.
  
- \*Return door key to key box on front porch.