

## **List of the things to be cleaned to the satisfaction of UMBA BOARD**

- Appliances in kitchen are to be wiped off and everything put away. The floor will be swept and mopped.
- All halls and the coatroom, if used, will be swept and mopped.
- Bathrooms will be cleaned and mopped.
- All tables and chairs and stage, **taken from the storage room**, are to be wiped off and put away.
- All tables and chairs in the carpeted area are to be wiped off and arranged in an orderly manner, as found. 12 rounds and 6 long tables – please refer to diagram on website at [www.umbahall.com](http://www.umbahall.com).
- All tables and chairs in meeting room must be arranged in an orderly manner, as found. 4 long tables – please refer to diagram on website at [www.umbahall.com](http://www.umbahall.com).
- The carpeted area and rugs must be vacuumed.
- The hardwood floor must be swept. **NO** wet mops can be used on the hardwood floor. Immediately clean up spills with a damp cloth.
- All garbage and trash, including the bathroom trash, will be put in garbage bags and put in the dumpster located behind UMBA.
- Must leave the parking area and all other areas surrounding the building in an orderly manner
  - Pick-up any trash or cigarette butts left on the ground.
- Set thermostats back to previous temperature if they were adjusted – follow instructions which are indicated on thermostats
- It is the renter's responsibility to schedule a drop-off time and location to return the key to the UMBA reservationist

CLEANING SUPPLIES WILL BE FURNISHED BY UMBA

**IF HALL IS NOT LEFT IN SATISFACTORY CONDITION, A CLEANING FEE WILL BE DEDUCTED FROM THE DEPOSIT.**

By signing the Rental Agreement, the **RENTER**, agrees to all of the above

Please keep and refer back to while cleaning the building.