

CHECK OUT LIST

- Personal property removed
- front entrance cleared and cleaned
- deck cleared and cleaned
- main hall cleared and cleaned
- carpet stains removed and vacuumed
- balloons removed from great room
- furniture returned to original location
- tables and furnishings cleaned
- tables returned to storage location
- chairs returned to storage location
- thermostats to original settings
- any damage to walls
- any damage to bathrooms
- any damage to any other areas
- bathrooms cleaned
- Kitchen:

- kitchen floor mopped
- counters cleaned
- appliances cleaned
- appliances returned to original location
- trash placed in dumpster
- trash liners replaced

(print names)

Date: _____

EVENT SPONSOR NAME

LHCC EMPLOYEE NAME

SIGNATURE

SIGNATURE

NOTES: