

VILLAGE OF PLAIN CITY  
YOUTH BUILDING CLEAN UP / INSPECTION CHECKLIST

**COMPLETED CHECKLIST MUST BE TURNED IN WITH KEY  
FOR RETURN OF DEPOSIT**

Name: \_\_\_\_\_ Key # \_\_\_\_\_

Date of Rental: \_\_\_\_\_ Phone #: \_\_\_\_\_

- Please observe the rules of the park at all times.
- No Smoking or Alcohol is allowed in the building
- **Do not nail or tape anything to block, ceiling or other surfaces (no harm tape is ok)**
- Remote Control for fans is located on wall near exterior door on East side of bldg.
- All cleaning supplies and trash bags are provided

- \_\_\_\_\_ Wipe off and return all tables & chairs to the storage stands
- \_\_\_\_\_ Clean bathroom counters, toilets and floor
- \_\_\_\_\_ Pick up and dispose of all trash in and around the outside area of the Youth Building
- \_\_\_\_\_ **Vacuum/Sweep & mop the floors**
- \_\_\_\_\_ **Empty trash cans, wipe lids if needed and replace trash bags**
- \_\_\_\_\_ Place all trash into the dumpster – located adjacent to the Youth Building
- \_\_\_\_\_ Remove any items from the refrigerator & wipe up any spills
- \_\_\_\_\_ Turn the thermostat to 55 degrees (thermostat is on right side of stage)
- \_\_\_\_\_ Turn off all interior lights, including ceiling fan and bathroom lights
- \_\_\_\_\_ Please **leave exterior lights at all 3 doors in the Up/On position**
- \_\_\_\_\_ Lock all exterior doors including garage door (slide metal latch to lock the door)
- \_\_\_\_\_ Return key to the Water Office or drop off at the Park Office( mail slot on the side of small white building)

Table Count \_\_\_\_\_ Chair Count \_\_\_\_\_

Comments:

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**Please return this form with the Youth Building key. This form will be used to inspect the building for the return of your deposit. Should you have issues or questions, please call Linda Granger at 614-226-0424.**

**Village Staff Only - Please Initial each item and return to the Admin Office:**

- |   |                                 |
|---|---------------------------------|
| _____ Wiped off and returned all tables & chairs to the storage stands                                      | _____ Table Count               |
| _____ Cleaned bathrooms   | _____ Chair Count               |
| _____ Disposed of all trash in and around the outside area of the Youth Building                            | _____ Replaced trash bags       |
| _____ Swept & mopped floors   | _____ Trash into the dumpster   |
| _____ Removed any items from the refrigerator   | _____ Turned off all lights     |
| _____ Turned the thermostat to the lowest setting(thermostat is on right side of stage)                     | _____ Locked all exterior doors |
| _____ Return key to the Water Office or drop off at the Park Office( mail slot on the side of the building) |                                 |