

Cleaning Checklist for Fair Board Building Rental

\_\_\_\_ Bring your own cleaning supplies to clean facility

\_\_\_\_ Stack all tables and benches along the wall

\_\_\_\_ Sweep/Mop Floors

\_\_\_\_ Renter is responsible for ensuring that all trash is removed from the building and properly disposed of. If the building is rented for an auction/sale, items must be disposed of by Renter. They may not be placed in City's dumpsters or trash cans.

\_\_\_\_ Remove any and all signage and decorations. As well as any materials used to display signage and decorations.

\_\_\_\_ Turn off lights

\_\_\_\_ Lock all doors and entrances

\_\_\_\_ Return key and cleaning checklist to City Hall. These may be left in drop box after business hours if necessary.

Date Key Returned:

Building Inspected By:

Deposit Returned

Yes    No

For any questions or concerns email the Washington County Fair Board at [wscofair@gmail.com](mailto:wscofair@gmail.com) and someone will be in touch with you shortly after receiving your email.