

TXOKO ONA FACILITY RENTAL CHECKLIST

- ☐ Check all exterior doors of the building and ensure they are closed and locked
- ☐ Sweep the floors of all the rooms that you used (including restrooms)
- ☐ Mop up all spills in the rooms that were used (including restrooms)
- ☐ Check restrooms to ensure that they are clean (toilets flushed)
- ☐ Empty trashcans in all the rooms that were used (including sanity cans between stalls in the women's restroom)
- ☐ Wipe down the countertops and tables that were used
- ☐ Turn off all appliances that were used
- ☐ Turn off all lights
- ☐ Return thermostat to regular heat/cool setting (remove temporary hold)
- ☐ Check the refrigerator and freezer doors and ensure they are closed
- ☐ Return all furniture to its original location in all rooms that were used