

# CLEANING CHECKLIST- WAPITI

## KITCHENETTE

- ☐ Refrigerator – Clean & wipeout
  - ☐ Remove all food, beverages & ice
- ☐ Microwave – Clean & wipeout
- ☐ Coffee pot – Remove used filters & clean
- ☐ Sink & Counter Tops – Clean & disinfect
- ☐ Floors – Sweep & mop
- ☐ Trash – Remove all trash and replace the liner

## CLASSROOM

- ☐ Tables and chairs – Clean & wipe down
- ☐ Place all tables and chairs back to their original location **please see the diagram.** All tables & chairs must be set up on the carpet area.
- ☐ Floors & Rugs – Vacuum, sweep, and mop

## BATHROOMS

- ☐ Check for Trash on the floors
- ☐ Turn off lights

## GENERAL & DECORATIONS

- ☐ Remove all Decorations
  - confetti & glitter are **prohibited**
  - Pins, non-stick adhesives, or tape are **NOT ALLOWED**
- ☐ Summer – Turn A/C to 72  
Winter – Turn Furnace to 68
- ☐ Vacuum – empty vacuum
- ☐ Turn off all lights
- ☐ ALL TRASH must be taken to the dumpster

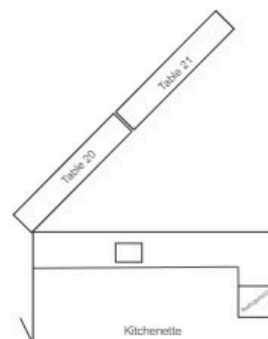
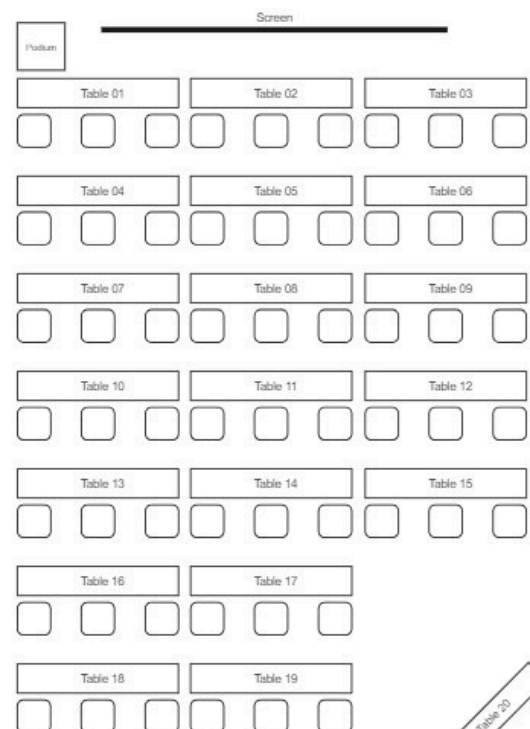
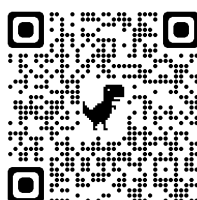
NOTES: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- Pets are NOT allowed inside any facility, including the classroom.
- Checking out of the classroom is no later than 10:00 pm, with no exceptions.
- If the facility is not cleaned, the checklist is not complete, items are missing or damaged, or late departure the entire security deposit will be kept.
- STORM SHELTER – is located in the basement of the Swan Lake Conservation Education Center. A siren will alert you with straight-line winds and/or tornado warnings – this is your warning to take action as you see fit.



Carroll County Public  
no password needed

GIVE US YOUR  
FEEDBACK! SCAN  
THIS QR CODE &  
FILL OUT THE  
SURVEY ABOUT  
YOUR RENTAL.



# CLEANING CHECKLIST- BISON

## KITCHENETTE

- ☐ Refrigerator – Clean & wipeout
  - ☐ Remove all food, beverages & ice
- ☐ Coffee pot – Remove used filters & clean
- ☐ Sink & Counter Tops – Clean & disinfect
- ☐ Floors – Sweep & mop
- ☐ Trash – Remove all trash and replace the liner

## CLASSROOM

- ☐ Tables and chairs – Clean & wipe down
- ☐ Place all tables and chairs back to their original location **please see the diagram.** All tables & chairs must be set up on the carpet area.
- ☐ Floors & Rugs – Vacuum, sweep, and mop

## BATHROOMS

- ☐ Check for Trash on the floors
- ☐ Turn off lights

## GENERAL & DECORATIONS

- ☐ Remove all Decorations
  - confetti & glitter are **prohibited**
  - Pins, non-stick adhesives, or tape are **NOT ALLOWED**
- ☐ Summer – Turn A/C to 72  
Winter – Turn Furnace to 68
- ☐ Vacuum – empty vacuum
- ☐ Turn off all lights
- ☐ ALL TRASH must be taken to the dumpster

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

GIVE US YOUR  
FEEDBACK! SCAN THIS  
QR CODE & FILL OUT  
THE SURVEY ABOUT  
YOUR RENTAL.



- Pets are NOT allowed inside any facility, including the classroom.
- Checking out of the classroom is no later than 10:00 pm, with no exceptions.
- If the facility is not cleaned, the checklist is not complete, items are missing or damaged, or late departure the entire security deposit will be kept.
- STORM SHELTER – is located in the basement of the Swan Lake Conservation Education Center. A siren will alert you with straight-line winds and/or tornado warnings – this is your warning to take action as you see fit.



WiFi

Carroll County Public  
no password needed

