



Cleaning Checklist

Task		Information
<input type="checkbox"/>	Wipe down all counters with bleach water.	<i>Brooms and mops are in the closet which is the first door on the right as you enter the front door.</i>
<input type="checkbox"/>	Wipe down tables and chairs with bleach water and put them away.	<i>Any items left behind will be discarded.</i>
<input type="checkbox"/>	Empty all trash cans (including the bathrooms - prior to mopping).	<i>Initial the box to the left after the task has been completed.</i>
<input type="checkbox"/>	Sweep all of the floors. (prior to mopping)	<i>Thermostat is to be set at 58°</i>
<input type="checkbox"/>	Mop all of the floors with HOT water and bleach. Change the mop water 3-4 times.	
<input type="checkbox"/>	Ensure everything you brought is removed from the building.	

I, _____ (print name), certify that all of the above tasks have been completed and therefore am requesting my \$100.00 deposit be returned. _____ (signature).