

Flynn Township Cleaning Checklist for Return of Deposit

The following items are recommended by the Flynn Township Board to keep our hall as clean and well maintained as possible. With your help, we will be able to keep our rental rates affordable.

- Wipe tables and flip chairs on top of tables
- Sweep and mop floors (water only) in ALL areas
- Clean bathrooms – wipe sink area and mirrors, clean toilets
- Clean kitchen – wipe countertops/sink area and empty refrigerator
- Empty all trash cans and replace with clean trash bags
- Vacuum entry way carpet
- Close all blinds
- Wipe entryway doors – smudges and fingerprints
- Set thermostats to 55 degrees in winter or 78 degrees in summer
- Close furnace room door (fire protection)
- Turn off lights and check/lock all doors
- Take trash with you – we do not have garbage pickup

CLEANING SUPPLIES are found in the furnace room at the end of the hall. There is tissue paper, hand towels and garbage bags available for use in the furnace room.

Thank you,

Flynn Township Board