

Attachment B-JH

Jensen Hall Clean-Up Responsibilities for Renter

Renter Must:

- Dust mop all of Jensen Hall
- Clean and mop Restrooms and restock
- Clean kitchen equipment (if used)
- Mop if food is being served and has gotten on the floor or if there are major spills
- Clean Mops and empty mop bucket
- Make sure Multimedia turned off and Microphone is put back
- Make sure heat is set at 55 degrees
- Stack chairs on rolling racks
- Put all tables in Kitchen
- If Kitchen is used make sure that refrigerator circuit breakers are tuned off. Put grate between edge or door and fridge to keep door open.
- Empty all garbage cans and recycle bins if full
- Put all cardboard boxes in Recycle Bins Outside
- Check all doors- make sure facility is locked up before leaving

****If tasks are not completed on days of rental, an additional fee will be charged****

Thank you for your cooperation.