

Depot Checklist

(Please Note - This Checklist must be returned before your security deposit is refunded)

Before leaving, please make sure the following tasks have been completed.

_____ Turn off all interior and exterior lights, including restrooms.

_____ Return tables and chairs behind wood partitions. Table and chairs located in the front area of the building need to remain in that area.

_____ Remove trash from the building and place the trash in the appropriate TRASH DUMPSTER located (outside) behind the depot.

_____ Replace trash can liners in all of the trash cans. Trash can liners are located in the plastic roll containers in the kitchen next to the refrigerator.

_____ All Doors are to be locked when leaving the building, each door has two (2) locks (door handle and deadbolt) make sure both locks are locked. Drop key in the "KEY DROP BOX" located at the front of the building, along with your CHECK LIST – DO NOT FORGET TO COMPLETE THIS.

_____ Close and lock all windows.

_____ MANDATORY - Sweep out restrooms, as well as rental room (use dust mop for hardwood floors), vacuum and mop FLOOR in the rental room, kitchen, bathroom and rooms located in the front part of the building if used.

_____ Wipe down counter tops, sinks, refrigerator and microwave. Do Not Leave any food in the refrigerator as it will be disposed of when the building is inspected after your event.

_____ CLEAN RESTROOM and make sure toilets are flushed, no water is running, lights are out and trash is emptied.

_____ Thermostat – DO NOT TURN IT OFF, leave it on a moderate temperature (Air or Heat). Bring temperature down so it will go off.

_____ Turn off all audio visual equipment and lock cabinet (if applicable)

_____ Remove any items (i.e. balloons, signs) inside and outside

_____ Panel box is located in the closet in the office space right outside of the kitchen

Emergency #'s are located about the sink in the kitchen.

The Depot will be inspected by a City Employee or Designee following your rental and upon a satisfactory inspection will approve the refunding of your deposit.

The City of Fayetteville thanks you for your cooperation in maintaining our Historic Depot and keeping it clean for others to use for many years to come.

Customer: _____ Rental Date: _____

Updated 4/11/2014