



# Clean-Up Requirements

For Seabold Hall Users

**Seabold Hall clean-up is complete when the following has been done:**

1. \_\_\_ All floors dust mopped or swept (dustmop is in kitchen).
2. \_\_\_ The kitchen must be clean, including all sinks and countertops. Any spills around or in oven and refrigerator must be completely cleaned up. All dishes and utensils must be cleaned and put back in their places. Remove all food from refrigerator.
3. \_\_\_ The bathroom must be left clean, including both sink and toilet.
4. \_\_\_ Any furniture used must be cleaned off and stored back in place in an orderly manner.
5. \_\_\_ Any type of decorations taped to the windows must be completely removed, especially tape.
6. \_\_\_ All garbage must be removed from the premises and garbage cans left clean and empty. Please replace clean liners in waste baskets. Spare trash bags are above the oven.
7. \_\_\_ The yard, if used, must be left clean. All litter must be picked up and removed.
8. \_\_\_ Close all inside doors. Turn off all lights. (Please make sure dimmer switch is completely clicked off).
9. \_\_\_ Lock all windows, front door and kitchen/back door. (Please test that they have locked).



**I confirm that all of the above items have been completed, and understand that if these items were not completed, my \$75 damage/cleaning deposit will be forfeited.**

<b>Print Name</b>	<b>Signature</b>	<b>Phone</b>	<b>Date</b>
-------------------	------------------	--------------	-------------

***Thank you for taking responsibility for your use of Seabold Hall***

5/16/11

**IF THERE IS A LIFE THREATENING EMERGENCY PLEASE CALL 911**

If there is a serious facility problem please call 206.218.8106.

Please report any other concerns to 206.842.2306 ext.116 or email [sue@biparks.org](mailto:sue@biparks.org).

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT**

PO Box 10010, Bainbridge Island, WA 98110 206.842.2306