Clean-Up Requirements

For Seabold Hall Users

Please return completed checklist with key for refund of deposit.

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 and recycling has been placed in trash cans provided. No trash bags outside.
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 $150 damage/cleaning deposit will be forfeited.

Print Name	**Signature**	**Phone**	**Date**

Thank you for taking responsibility for your use of Seabold Hall

12/29/15

IF THERE IS A LIFE THREATENING EMERGENCY PLEASE CALL 911

If there is a serious facility problem please call 206.842.2306.

Please report any other concerns to 206.842.2306 ext.129 or email lorim@biparks.org.