



Rental Cleaning Procedures

1. Stack folding tables in front of kitchen counter on their sides.
2. Stack chairs in classroom along wall.
3. Place garbage in the bags and set them outside the kitchen door. Make sure they are sealed. Extra bags are under the front counter or in utility closet. Extra garbage cans in the Opti garage.
4. Turn off ice machine and air conditioning if used.
5. If the loft is used, please vacuum. Sweep main room floor, bathroom floor and kitchen floor.
6. Turn off all lights.
7. Lock all doors. French door facing west, to lock lift up on handle and turn dead bolt at the same time.

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