



## Party Rental Prep Checklist

### Before Party Starts:

- Wipe down counters, sink & table tops with cleaning spray and paper towel
- Make sure floor is swept
- Clear out one shelf in the fridge, and create some room in the freezer
- Ensure recycling boxes are tidy and organized
- Ensure Wii remotes are charged
- Tidy front room (the room should be empty; hooks and floor)
- Ensure back hallway is clear and Emergency Door isn't blocked
- Set out Sandwich Board signs
- Ensure bathrooms have adequate paper towel and toilet paper and that counters are clean
- Ensure automatic doors are switched on

### After Party:

- Ask for Rental Fee payment
- Pick up any leftover garbage and recycling
- Sweep floors
- Wipe counters, sink and tabletops
- Check bathrooms