



Town of Youngville

P. O. Box 190 / 134 US 1A South
 Youngville, NC 27596
 (919) 925-3401 – Town Hall / (919) 925-3402 – Fax
 CustomerService@youngsvillenc.gov
 www.youngsvillenc.gov

Please return this check sheet along with the Community House key to the drop box at Town Hall, 134 US 1A South, or to the front office during the next business day.

Renter's Name:		Date of Rental:	Key Number:
AREA		INITIAL WHEN DONE	
Main Room	Floors Swept		
	Spills / Sticky spots mopped up (water only for the hardwood floors)		
	Chairs wiped down and put up		
	Tables wiped down and put up		
	Heat or Air Conditioning turned to 70 degrees		
	All decorations have been removed – including strings (Please make sure that nothing is attached to the ceiling lights). Absolutely NO tape!		
Kitchen	Floors swept / mopped		
	Stove top cleaned		
	Countertops wiped down		
	Refrigerator cleaned and empty (Please do not remove any shelves or drawers)		
	Sink wiped down		
	Trash and recycling taken outside (Note: trash must be bagged)		
Bathroom	Trash taken outside (Note: trash must be bagged)		
	Toilet flushed (please make sure that it is not running when you leave)		
	Toilet and sink wiped down.		
Lights / Door	Make sure all lights are off and all doors are locked		