





Facility Rental Clean Up Checklist

Unlocking and locking doors:

1. Use key to unlock door from the outside
2. To unlock, push the bar in while turning the key until you hear a click. When the bar remains pushed in, the door is unlocked.
3. To lock, turn the key on the inside of the door until you hear a click and the bar pops out.
4. Before leaving, tug each door handle to ensure the doors are secured, sometimes they catch at the bottom and don't lock fully.
5. If your key is not working, there is a spare one located on the outside wall of our shed building. Call 815-200-6910 for instructions on accessing that.

Thermostats: There is a thermostat in the office located on the wall by the printer. Instructions for Thermostat:

1. To change temperature use the   keys on the top right of the touch screen, set the time for this temperature to run on the lower left, then press [Done].
2. Please avoid propping the door open for an extended amount of time, wildlife does enter.

Wifi: Network name is *Verizon_G3QG67*. The password is *scour9-dos-gain*

For clean up: (Return of deposit is based on this cleaning checklist.)

Bathrooms

- Floors are cleared of any and all waste
- Sink area is wiped down and free of dirt
- Toilets are flushed

Main Room

- Floors are thoroughly swept or vacuumed and clear of any and all debris
- All spills on floor are cleaned up
- Sink area is wiped down and free of all waste
- Tabletops are wiped down with sanitizer (if using tables)
- Tables and chairs are returned to original layout
- All decorations/supplies must be taken with you.
- Take out any trash and put it in the brown trash container on the outside of our shed. Additional trash bags are located at the top of the gray cabinet in the women's bathroom.
- All doors are locked and secure

Outdoors

- Nature At The Confluence is a tobacco and smoking free campus.
- Trash is picked up and in trash receptacles.

Renter: Please indicate if you noticed anything that was not in working order for your rental or any damage that occurred during your rental