



Lummi Te'ti'Sen Center

4920 Rural Avenue | Ferndale, WA 98248 (360) 389-0533

Multi-Purpose Room Renters Cleaning Checklist

Set up, tear down and cleaning is renter's responsibility unless otherwise arranged.

- ___ Clean all table surfaces and wipe down chairs.
- ___ Properly store away tables and chairs upon completion of event.
- ___ Sweep all floor surfaces and use paper towels/Clorox wipes for liquid spills.
- ___ Remove all decorations, balloons, lights, tape, tacks etc.
- ___ Remove all trash from garbage cans and take to dumpster (located on the side of the building next to the Seafood Market).
- ___ Replace garbage bags for garbage bins.
- ___ Turn off heater (*if used*)
- ___ Turn off lights and lock up multi-purpose room doors.
- ___ Leave keys in drop box prior to departure.
- ___ **Notify staff of any damages prior to your departure.**