



Marysville Art League
264 West 5th Street
PO Box 44
Marysville, Ohio 43040
www.marysvilleartleague.org

Houston House Cleaning Check List for Rentals & Classes

- Sweep the room/rooms occupied by class or rental.
- Remove all trash, place in dumpster and replace with new trash bag.
- Lock front door (slide lock and deadbolt)
- Turn heat down to 55 degrees in cold months, in warm months either turn off air or set to 80 degrees.
- Return all items used from the closet (brooms, ladders, extra tables/chairs, etc)
- Turn off entry way light switch by thermostat.
- Return all items moved in rooms, from fireplace mantels, walls, displays and furniture.
- Dirty linens should be placed in the laundry basket in the kitchen pantry closet.
- Make sure door to the deck is locked.
- If deck is used make sure all trash is removed and tables and chairs put in proper order.
- Wash and dry any dishes you have used and put away.
- Do not leave any food or alcohol in fridge or kitchen.
- Make sure stove and oven are turned off.
- Turn off kitchen light (wall above stove)
- Go to basement to turn off 1st floor lights. Turn off light switch that has blue tape on it. This switch turns off, Parlor, Gallery, Dining Room & Floor receptacles.
- Turn off basement lights. Switch beside Main floor switch.
- Turn off lights to back studio. (By back door or at top of interior stairs)
- Turn off back studio bathroom lights.
- Please check that back studio room heat is turned down.
 - Leave through back door, it will be locked and lock behind you. Please confirm it is locked. If not locked, the key is in lock box on outside of back door. Please call for code.

Note: If you have any questions or need assistance, please call or text Kim Heminger at 937-243-6985 or Bobbi Dailey at 937-209-0008

Renter or Instructor, Please sign and leave in box at back studio door. Thank you!

Name: _____ Date: _____

Marysville Art League Representative (initials) _____ after house inspection.
A \$25.00 cleaning fee will be invoiced if house is not left in a clear orderly manner.