



Rental Walk-Through & Cleaning Lists

Date(s): _____

Primary Contact Name: _____ Phone: _____

Rental Caretaker Name: _____ Phone: _____

SLGA Special Occasion Alcohol Permit (original) presented: Yes No

KITCHEN	Notes/Concerns/Damage	
	Initial	Final
Ovens Clean & Working		
Grill Clean & Working		
Stove/Burners Working		
Range Hood Working		
Fridges Plugged In & Working		
Freezers Plugged In & Working		
Walk-In Cooler Breaker On/Off		
General Cleanliness – Floor Mopped & Counters Wiped		
Cutting Boards Are Dry		
Tea Towels/Dish Cloths – Washed, Dried & Folded		
Garbage Cans - Empty		
Stove Lighter Available & Works		
Hot Water On – Pre-Rental Only		
Toaster Plugged In & Working		
Small Appliances, If Requested:		
Roasting Sticks, If Requested.		

BISHOP NOEL'S MAIN HALL	Notes/Concerns/Damage	
	Initial	Final
Tables Clean & Working Order - # available		
Benches Clean & Working Order - # available		
Chairs Clean & Working Order - # available		
Brooms & Dustpans Available		
Garbage Cans Available		

OUTDOOR CHAPEL	Notes/Concerns/Damage	
	Initial	Final
Altar & Crucifix Intact & Prepared, If Requested.		
Pews Back To Pre-Rental Layout		
General Cleanliness		

M & M QUONSET	Notes/Concerns/Damage	
	Initial	Final
Swept Out		
Back To Pre-Rental Layout		
Team Circle Room		
Arts & Crafts Room		



Rental Walk-Through & Cleaning Lists

Date(s): _____

MUD PIT & ARCHERY/PELLETRY RANGE	Notes/Concerns/Damage	
	Initial	Final
Damage Free		

WATERFRONT	Notes/Concerns/Damage	
	Initial	Final
General Cleanliness & Damage Free		
Swimming, Boating & Fishing Docks		
Boats - # available, damage-free & stored as requested		
Lounge Chairs		
Water Trampoline, if applicable		
Trampoline		

CAMPFIRE	Notes/Concerns/Damage	
	Initial	Final
Camp Fire Ring Cleaned Out		
Firewood Available		
Grass Mowed – Pre-Rental Only		
Cigarette Butt/Vape/Chew/Zin Free		

LARGE FIELD & RV CAMPER AREA	Notes/Concerns/Damage	
	Initial	Final
General Cleanliness		
Benches Available		
Grass Mowed – Pre-Rental Only		
Damage Free		

MAIN HALL WASHROOMS	Notes/Concerns/Damage	
	Initial	Final
Toilets Working		
Urinals Working		
Showers - Working & General Cleanliness		
Floors Swept		
Mirrors Clean		
Toilets Wiped Down		
Counters Wiped Down		
Garbage Cans		
Feminine Garbage Cans		



Rental Walk-Through & Cleaning Lists

Date(s): _____

NORTH WASHROOMS	Notes/Concerns/Damage	
	Initial	Final
Toilets Working		
Urinals Working		
Showers - Working & General Cleanliness		
Floors Swept		
Mirrors Clean		
Toilets Wiped Down		
Counters Wiped Down		
Garbage Cans		
Feminine Garbage Cans		

CABINS	Not Used	NOT Swept		Windows NOT Closed		Garbage Cans NOT Out		Lights NOT Off		NOT Damage Free	
		Pre	Close	Pre	Close	Pre	Close	Pre	Close	Pre	Close
Main Hall - Directors											
Main Hall - Pit											
Main Hall - Guest											
Main Hall - Nurses											
Cabin 1											
Cabin 2											
Cabin 3											
Cabin 4											
Cabin 5											
Cabin 6											
Villa Maria											
Swamp											
Pine Acres											
Priest Room											
Cook Room											
St. Dominic's Chapel											
Notes/Concerns:											

Signatures Declaring Agreement To Checklist Above - INITIAL WALK-THROUGH:

Rental Primary Contact

Caretaker

Date

Signatures Declaring Agreement To Checklist Above – FINAL WALK-THROUGH:

Rental Primary Contact

Caretaker

Date