



RONALD McDONALD  
HOUSE CHARITIES  
CENTRAL TEXAS

### Check Out List

**Please print and bring this page with you to the Ronald McDonald House.**

**Organization Name:** \_\_\_\_\_

**Representative Name:** \_\_\_\_\_

We depend on your help to keep our Community Room clean and in order. Follow these guidelines as outlined below.

Please reset the boardroom table in the original position it was found. Cleaning supplies are located under the kitchen sink cabinet and in the bathroom storage cabinet. **If you have any questions or need additional cleaning supplies**, please visit the office.

- Clean and wipe boardroom table with wood cleaning product
- Clean and wipe chairs/other tables used
- Clean and wipe any used appliances
- Clean counter and sink area
- Sweep meeting room and kitchen floors
- If floors are dirty, please mop
- Remove trash and take to parking lot dumpster
- Replace the trash bag
- Return all utensils and supplies to their rightful place

Be sure to take all items you brought to your event. After your checklist is completed, initial this page and return the form to our office and sign out. \_\_\_\_\_

**Thank you for your cooperation.**