

PORTAGE TOWNSHIP
PO BOX 70
CURTIS, MI 49820
906-586-9522
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ADDENDUM # 3

CLEANUP POLICY

1. Remove all decorations, tape, staples, tacks etc.
2. Return all chairs and tables to original locations.
3. Sweep all floors, including bathrooms. Vacuum all carpeted areas that were used.
4. In Curtis Community Building, clean the entrance hall/boardwalk from the inside door to the outside door.
5. Empty all garbage cans and put bagged trash in the Township dumpster.
6. Return any dishes, silverware, pots etc. to original locations. (any missing or broken items will be deducted from the security deposit).
7. Clean refrigerator, sinks and stove.
8. Turn off all lights, unless otherwise noted, and electrical appliances.
9. Place all combustible materials in appropriate locations.
10. Clean all toilets.
11. Return all cleaning tools and products to proper places.
12. Set thermostat at 60 degrees.
13. Shut and lock all windows and doors.
14. Clean litter from parking lot and grounds, bag and put in township dumpster.

FAILURE TO DO THE ABOVE WILL RESULT IN LOSS OF DEPOSIT

We provide:

Paper towel, hand soap and toilet tissue for bathrooms.
Cleaning products.
Broom.

You provide:

Dishcloths, dish towels, paper towels, dish soap and other supplies for use in the kitchen.
Additional toilet tissue, hand soap and paper towel for the bathrooms should you need more that we provided.

Signature of Lessee _____ Date _____

OFFICE USE ONLY

Inspection by _____ Date _____

Return Deposit YES _____ NO _____ Initial _____

Issues, if any? _____