

COS Rental Rental Checklist

KITCHEN:

After use, the kitchen needs to be cleaned and left exactly as it was found

- All cutlery, cooking utensils, or other kitchen supplies are cleaned and returned to their proper place
- Stove top cleaned (stove grates washed in dishwasher)
- Back splash tiles behind stove and counter tops are wiped down
- Oven is turned off, empty, and bottom crumb tray cleaned
- All counter tops are cleared and wiped
- Sinks are empty and cleaned (all food particles and grease removed)
- Dishwasher grates are removed, emptied, rinsed off, and replaced properly
- Dishwasher is turned off
- Coffee Machines are cleaned and wiped down, old coffee dumped, old grinds dumped, glass pots run through the dishwasher
- All coffee/tea thermoses are washed out and returned to their drawer, with tops placed on top (but not closed!)

GARBAGE, PAPER, GLASS & PLASTIC BOTTLES:

- **Garbage Cans** are emptied and bags replaced (Kitchen, Bar Area, Atrium)
New garbage bags can be found under the kitchen sink
- **Garbage** is bagged and placed inside of the black garbage container, at the Helenastraat 8 entrance
*Garbage container keys are stored in the red box to the left of the Helenastraat 8 door. Garbage **must not** be left anywhere at all outside of the building, except for inside of the closed container.*
- **Paper** is placed in the blue paper container at the Helenastraat 8 entrance
- **Garbage Containers** are closed and locked, keys replaced in the red key box
- **Recyclables (Plastic and Glass bottles)** are placed on the counter in the auxiliary Bar area

ALL ROOMS:

- **ALL decorations** are removed
- **All tables** are cleared and wiped down
- **Tables and Chairs** are reset according to the room diagram and photos, and extra chairs are stacked neatly against the wall
- **ALL** left over food is removed from the refrigerators, cabinets, and bar area
- **BAR** refrigerators are emptied and turned down to "1"
- Area under the bar is emptied
- Bar counters are cleared, wiped down (front and back counter), and all supplies put away
- All Lights and Radiators are turned off

**All cleaning supplies can be found in the cleaning closet located in the Atrium*

I have read and understood the COS cleaning checklist. I have paid a cash deposit of €100 to be returned upon the proper completion of this checklist together with a COS Staff Member by 00.30h

(If applicable: deposit returned within 5 business days after date of the rental)

Name _____

Date _____

To be completed at the end of the rental:

Staff Member: _____

Rental Contact Person: _____

Date: _____

Time In: _____ **Time Out:** _____

Notes: