

Mendon Station

Equipment/Furniture:

- Lights – located in the foyer, inside the second cupboard on right, on the wall closest to the main room.
- Outdoor Lights – switches are in the kitchen by the door leading to the pavilion.
- Rectangle Tables – located in closet that is east of the bathrooms.
- Stackable Chairs – located in closet at the end of the hall past the bathrooms. Chairs are to be stored neatly with 30 chairs to a stack.
- Round Tables – stored in basement. At the bottom of the stairs, there is a light switch just around the corner through the doorway.
- Folding Chairs – stored in basement in the southwest corner of the building.
- Archway – stored in basement in the northwest corner of the building.
- Piano – stored in main room or (if needed) in the back hallway across from the bathrooms.
- Kitchen Sink – water turns on by gently rotating the handle to the right. Rotating the handle up and down will change the water temperature.
- Sound System – located in the cupboard above the lights cupboard. Renter must have paid for sound system rental and have a key to access this equipment.

Mendon Station Cleaning Checklist:

- Check to ensure all the burners on the **stove** are turned **off** and the **oven** is **off**.
- Wipe down top and front of stove with vinegar cleaning solution.
- Remove all food from refrigerator and wipe down the **interior** and **exterior** of refrigerator with vinegar cleaning solution.
- Wipe down all **kitchen counters** and **kitchen sink** with vinegar cleaning solution.
- Wipe down all **tables** and **chairs**.
- **Store** tables and chairs in the proper closets/storage areas. Stack chairs neatly – 30 chairs to a stack.
- **Return** any other **equipment/furniture** to the proper storage area.
- If renting the **audio/visual system**, return all accessories to the audio/visual bag and check inventory list.
- **Empty all garbage cans** into large black garbage cans on the south side of the building and replace liners. Liners are in the tall cupboard next to the south exterior door of the kitchen (at the bottom of the cupboard in the box).
- **Wipe** down **sinks and mirrors in the bathrooms** with vinegar cleaning solution.
- **Vacuum** all **rugs**.
- **Sweep floors** (main room, foyer tile, kitchen, hall, and bathrooms). **Spot mop** if necessary.
- Turn off all **lights**.
- Make sure **all three** exterior **doors** are **locked**.
- **Return key** and sound system accessories (if applicable) to the City Clerk.

If you have any questions or concerns, feel free to call the City Clerk 435-753-3449.