

City of Libby  
952 E. Spruce St.  
Libby, MT 59923  
(406) 293-2731

### PONDEROSA ROOM CHECK LIST

Date of Event: \_\_\_\_\_

Name: \_\_\_\_\_

Before you shut out the lights, please take a moment to complete this checklist. This will assure us that the building has been secured and cleaned before you vacate the premises. **Complete checklist and deposit list with keys in the night drop box.**

Please leave the room clean and orderly. Do not remove towels from the kitchen. A dumpster is provided outside the building for garbage. **REMEMBER** when cleaning the facility you are required to **include the public restrooms**. After inspection by City of Libby personnel, deposits will be returned if premises are left clean and orderly. **\*You will be charged for any cleaning required or damages to the premises.** We hope you enjoyed the facility and it served your needs.

Bathrooms cleaned? \_\_\_\_\_

Room vacuumed? \_\_\_\_\_

Kitchen area cleaned (if used)? \_\_\_\_\_

Oven wiped out and turned off? \_\_\_\_\_

Coffee pots turned off? \_\_\_\_\_

All food removed from refrigerator? \_\_\_\_\_

Dishwasher emptied? \_\_\_\_\_

Tables & chairs are properly stored in appropriate areas in storage room? \_\_\_\_\_

Storage room is neat & orderly? \_\_\_\_\_

All garbage removed and put in the dumpster? \_\_\_\_\_

All coats removed from the hangers? \_\_\_\_\_

Windows shut and locked? \_\_\_\_\_

Doors locked? \_\_\_\_\_

Lights turned out? \_\_\_\_\_

Temperature; heat turned down to 65°, or air conditioning turned off? \_\_\_\_\_

*\*You will be required to pay a percentage toward damaged tables:*

*Original Table – you pay 25% of costs*

*Previously Damaged Table – you pay 50% of costs*

*Plastic Table w/ No previous damage – you pay 100% of costs*

Thank you.  
City of Libby