

**Nevada Senior Community Center (NSCC)**  
**Rental Inspection Clean-up Checklist**  
**1231 6<sup>th</sup> Street**  
**Nevada, Iowa 50201**  
**515-382-5466**

Date of agreement: \_\_\_\_\_ Reservation made in name of:  
\_\_\_\_\_

Contact name: \_\_\_\_\_  
Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip:  
\_\_\_\_\_

Phone: \_\_\_\_\_

1. Floors, swept, vacuumed, and mopped

- |              |                              |                             |
|--------------|------------------------------|-----------------------------|
| A. Office    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| B. Main Room | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| C. Hallway   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| D. Kitchen   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| E. Restrooms | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

2. Table tops wiped off/extra tables put away as found  Yes  No

3. Chairs clean and stacked/extra put away as found  Yes  No  
 No

4. Kitchen utensils clean and put in drawers  Yes  No

5. Stove and oven turned off  Yes  No

6. Counters and sinks clean  Yes  No

7. Stove, oven, microwave and refrigerator cleaned  Yes  No

8. Small appliances, coffee makers and tea dispenser cleaned  Yes  No

9. All food and personal items removed  Yes  No

10. Kitchen trash removed to dumpster/new liner returned  Yes  No

11. Bathrooms cleaned and toilet tissue stocked  Yes  No

12. All lights turned off  Yes  No

13. All doors and windows closed securely and locked  Yes  No

14. Key deposited in drop box in front of City Hall  Yes  No

Inspected by: \_\_\_\_\_

Date: \_\_\_\_\_

Return Deposit:  Yes  No If no, please  
explain: \_\_\_\_\_

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