

Stewart Hall

Rental Departure Checklist

General

- Schedule with the office to pick up the front door key during normal office hours. Confirm there are no rentals the prior night (for key availability).
- Do not use the downstairs (except for bathrooms)
- **Keep windows and doors closed while hall is in use.**
- NO smoking. Stewart Hall is a smoke-free facility.
- **Contact Madeline Ligenza @ 610-392-0829 or Harry Hartley @ 323-206-8921 with any issues or concerns.**

Departure Checklist Detail

- All doors & windows are closed and locked
- Kitchen is clean
- Stove & oven are off and clean
- Bathrooms are clean
- All trash is removed, including bathrooms (to be disposed of by renter)
- All lights are turned off in Stewart Hall, bathrooms, and hallway. Sconce and hall light switches are next to bathroom door (must turn dials to OFF position).
- All fans are off (switch in kitchen)
- All tables and chairs returned to their original location (floor plan by the refrigerator)
- Refrigerator is clean and set to 3
- **Floors MUST BE SWEEPED AND MOPPED CLEAN** (mop, bucket, and broom are in the kitchen closet)
- Air conditioning is turned off (keep windows and doors closed while in use)
- **Put door key in mailbox slot located on front porch rail**

Hall table sizes:

3 - 36" Round Tables	2 - 36" X 90" Long Tables
1 - 60" Round Table	7 - 30" X 90" Long