

# FRISCO DEPOT RENTAL CLEAN-UP

1. All trash cans must be emptied INTO the dumpster on the South side of the dock.
2. Floors must be swept clean of all trash and debris.
3. All tables and food surfaces must be wiped down.
4. Tables and chairs must be returned to original location.
5. Turn outside OMHOF logo sign off, if used.
6. Turn all heating/air units off inside the Depot.
7. Turn off ALL lights.
8. Lock all doors. Double check ALL doors (even if you did not use them) to make sure they are secure.
9. If any items were delivered to the Depot for your event, make sure they are removed when you leave or make arrangements to have them picked up ***on the next business day.***
10. Return the keys to the OMHOF staff on the next business day. Keys must be returned in order for the deposit to be refunded.
11. Exit from the building by using the Frisco Depot ramp exit only.

**If all on this list has been completed AND there are no damages to the premises AND the Depot is found in the original condition, your deposit will be refunded minus a \$50 sanitization/deep cleaning fee. If OMHOF staff has to clean inside or outside of the facility or put tables or chairs up, fees will be deducted accordingly from deposit.**