



**PLEASE FOLLOW THESE GUIDELINES TO AVOID A \$25.00 PER TOOL CLEANING FEE**

- All handled tools - please remove mud and excess dirt. If used with concrete, please wash off the concrete before it dries!
- Chainsaws- please remove all debris.
- Drywall trowels and putty knives - please remove all compounds.
- Extension cords - please roll up as neatly as possible.
- Please remove paint from painting tools before it dries.
- Folding tables – please return tables clean and without gouges and cuts. Tables are for events; they are not work tables. Sawhorses are available to borrow if you require a work bench.
- Ice chests and water coolers – they are for sanitary purposes only and we ask that you please bring them back clean and dry.
- Mud tray – please remove all compound, inside and out.
- Plastic buckets – please return clean and without mud, paint, trash, and other substances.
- Lawn mower – please remove excess mud, grass and dirt.
- Shop vac – please empty and shake out the filter.
- Tarps - please shake off excess dust and return folded as neatly as possible.
- Tiller – please remove excess mud, grass, dirt and anything else that is wrapped around the tines.
- Water hoses - please drain of water and coil up as neatly as possible.
- Wheelbarrows - please remove excess mud and dirt. If used with concrete, please wash out the wheelbarrow before it dries!

**SPECIAL NOTE FOR TOOLS USED WITH CONCRETE:** Tools returned with dried concrete on them will not be accepted and a full replacement fee will be incurred.

**PLEASE NOTE:** Work gloves with paint on them will not be accepted and a full replacement fee will be incurred.

\* I hereby acknowledge and understand the terms and conditions of the guidelines described above.

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*Signature*

*Agency/Organization*

*Date*