

CHECKLIST FOR EVENT CLEANING

Before leaving, initial each item to indicate that you have done the following:

- ___ Freezer and Refrigerator – Absolutely no food left.
- ___ Dishes, glassware, silverware, all cooking utensils are washed thoroughly, rinsed, dried and returned to their proper storage area.
- ___ Small Appliances (mixers, etc.) are cleaned and returned to their proper location.
- ___ Sinks are clean and drained of all water.
- ___ Stoves are turned off and clean.
- ___ Ovens are turned off and any spills are cleaned.
- ___ Coffee Urns are emptied, cleaned, rinsed and dried. Serving coffee pots are washed, dried, and stored.
- ___ All counter areas are washed and dried. (Do not use abrasive cleansers or cleaning pads on stainless steel surfaces.)
- ___ Serving trays are washed and dried and stored properly.
- ___ Dishwasher is turned off and water drained from it.

- ___ Tables and chairs are cleaned, washed, dried and returned to the storage area or set up as directed by the staff.
- ___ Floors are cleaned of any spills. (Swept and/or mopped)
- ___ All cleaning supplies & equipment returned to their proper location.
- ___ All Trash (including bathrooms) taken to the dumpster
- ___ Fans turned off.
- ___ Lights turned off.
- ___ Doors closed and locked, as directed by staff.
- ___ Key Returned

Groups or individuals using the facility are responsible for leaving it clean. If it becomes necessary for extra custodial staff to clean after your event, all expenses incurred for this service will be passed on to the responsible party, By doing these things, you are leaving the facilities as you would like to find them when you arrive. Thank you for your cooperation in caring for this much needed and heavily used facility.

Date: _____

Name: _____

Group: _____

Please return this check-list with your key.

Keys Issued: _____