

CHECK LIST FOR CLEANUP AFTER HALL EVENT

Return this completed list and key to appointed drawer in kitchen or to hall manager.

Kitchen Area

1. [] Clean and rinse kitchen sinks
2. [] All items returned to where you found them
3. [] Water turned off in kitchen and restrooms
4. [] Stove and oven cleaned and turned off
5. [] Wipe off countertops
6. [] If kitchen cooler was used - wipe off shelves, shut off cooler, turn off lights, leave door open
7. [] Sweep kitchen area and cooler floor
8. [] Leave all used towels in kitchen sink
9. [] Remove all unconsumed food!

Restrooms

1. [] Make sure toilets are not running and sink faucets not dripping
2. [] Sweep the restroom floors and empty trash
3. [] Shut off lights

Dining Area

1. [] Close and lock all windows
2. [] Remove all decorations, table coverings, and any tape
3. [] Wipe off the tables and chairs which were used.
4. [] Sweep floor
5. [] PUT ALL TABLES AND CHAIRS BACK TO THE WAY YOU FOUND THEM (See Photos)
6. [] Return extra tables and chairs to the storage closet.
7. [] Return thermostat to original setting

Building and Grounds

1. [] Clean up any litter on lawn, sidewalks, and pavilion
2. [] Deposit all trash bags in Dumpster
3. [] TURN OFF ALL LIGHTS AND FANS
4. [] Make sure all outside doors are locked
5. [] Do not leave anything in janitorial closet
6. [] If questions arise on any issue, ask the hall manager 989 313 1443

Renter's Signature _____

Print Signature Name _____

DATE _____