



## CLEAN-UP CHECKLIST

Please note the following clean-up procedures to be agreed upon as per the usage of the Venue facility:

- Put away ALL chairs and tables used in main hall and any other rooms used.
- Pick up garbage, papers from the floor and proceed with vacuuming all rooms utilized.
- Clean and prepare the stage and surrounding areas
- Collect garbage throughout the facility: Main Hall, ALL rooms used, washrooms, kitchen, etc and replace with clear plastic bags.

### CLEAN WASHROOMS:

- Toilets, urinals and reservoirs
- Sinks, dispensers and counter tops
- Clean mirrors
- Sweep, dust and wash floors thoroughly

### KITCHEN:

- Kitchen is thoroughly cleaned

Date: \_\_\_\_\_

Completed: \_\_\_\_\_