

# CLEAN-UP CHECK LIST

<b>CLEAN-UP REQUIREMENTS:</b>
All trash must be removed and placed in the dumpster in the far corner of the back parking lot.
All decorations must be removed including any tape used to hold up the decorations.
Refrigerator and microwave must be empty and clean.
Stove and oven must be turned off, empty and clean.
Dishwasher must be empty and all dishes and utensils put in their proper location.
All roasters, crock-pots and coffee pots must be clean and put away.
Counter tops must be clean.
Dirty towels should be placed in the designated bin.
<b>All flooring must be vacuumed and/or swept. Floor must be mopped if a mess has been made. There is a mop located in the closet between the bathrooms.</b>
<b>All tables must be wiped down. Tables and chairs must be put back in their original configuration. See posted diagram.</b>
Bathrooms must be clean and trash emptied. If there are two parties, the last party to leave must check to make sure bathrooms are clean and trash has been emptied.
All lights and ceiling fans must be turned off.
The outside perimeter of the building must be clean of all debris. If there are two parties, the last party to leave must check to make sure the perimeter is clean.
Cigarette butts MUST be placed in the receptacles outside of each door.
Doors must be locked (you must use the tool hanging on the bulletin boards to lock/unlock the doors) and the key placed in the drop box outside the building's entrance. If there are two parties, the last party to leave must check to see that all doors are locked.
Immediately following your event, remove any directional signs you have placed along roadways.

**ANY ITEMS THAT ARE NOT DONE SATISFACTORILY WILL RESULT IN FORFEITURE OF THE SECURITY DEPOSIT.**

Place the key in the drop box outside the building's entrance before you leave.

**LOSS OF KEY WILL RESULT IN LOSS OF DEPOSIT**

**Problem?**

**Call Kathie (563)260-7521 or Becca (563)506-1700**