

Dining Room Rental Cleaning Checklist

- ☐ All trash cleared from floors, tables and bar area
- ☐ Tables and bar area washed
- ☐ Floor swept
- ☐ Bathroom trash removed from cans, new bags replaced
- ☐ All trash taken to dumpster at the east end of the parking lot
- ☐ All items removed from refrigerator if used during your event
- ☐ Heat or A/C adjusted off
- ☐ Fans and lighting turned off
- ☐ All doors locked

If using Kitchen, dishes or other items from facility

- ☐ All dishes and utensils washed and placed in the drying rack
- ☐ Countertops sanitized
- ☐ Kitchen floor swept
- ☐ Trash taken to dumpster at east end of the parking lot
- ☐ Kitchen lights turned off
- ☐ Access door from the kitchen to the front room locked before leaving.

Where cleaning supplies can be found

Brooms, mops and bucket are located in hall across from the bathroom

Trash bags should be located at the bottom of each trash can

Cleaning supplies such as rags, sanitizer, etc located under bathroom sink