

POST-EVENT CLEANING CHECKLIST · NEW YORK CITY

The Complete Post-Event Cleaning Checklist

A practical reset for NYC businesses, offices, and event spaces. Work through each area in order to remove event debris, clean shared surfaces, address spills, and prepare the space for its next scheduled use.

01 Decorations & Event Materials

- Remove Halloween decorations and temporary signage.
- Collect confetti, streamers, balloons, and loose decorative materials.
- Remove tape and adhesive residue using suitable methods.
- Return reusable event materials to storage.

02 Trash & Leftover Food

- Empty bins and replace liners.
- Pick up disposable cups, plates, napkins, and wrappers.
- Remove leftover food from tables and serving areas.
- Separate recyclables according to property procedures.

03 Tables, Chairs & Shared Surfaces

- Clean tables, countertops, booths, and serving areas.
- Remove food residue and drink marks.
- Clean reception desks and shared furniture.
- Check surfaces for stains or damage.

04 Spills & Floors

- Clean drink spills and sticky patches.
- Sweep or vacuum confetti, crumbs, and loose debris.
- Mop hard floors with suitable products.
- Check carpets for stains and damp areas.
- Place warning signs around wet floors during cleaning.

05 Restrooms & Supplies

- Clean toilets, sinks, faucets, and mirrors.
- Wipe suitable counters, dispensers, and touchpoints.
- Mop floors and address visible residue.
- Empty bins, replace liners, and replenish soap and paper supplies.

06 High-Touch Areas

- Clean door handles, switches, and handrails.
- Wipe suitable shared equipment and controls.
- Clean frequently touched kitchen and restroom surfaces.
- Follow product directions for any required disinfection.

TIP Start with loose decorations and waste, then move to surfaces, floors, and restrooms. Follow your facility procedures and the instructions for each cleaning product.

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Finish the reset. Reopen with confidence.

07 Furniture Reset & Final Inspection

- Return tables, chairs, and equipment to designated positions.
- Check meeting rooms, entrances, and common areas.
- Look for remaining debris, stains, and unpleasant odors.
- Report damaged furniture, fixtures, or flooring.
- Confirm the space is ready for its next scheduled use.

08 Final Walkthrough: Check Every Zone

- Event area and serving stations
- Entrances, corridors, and common areas
- Restrooms and break areas
- Meeting rooms and shared workspaces
- Waste collection points and floor surfaces

09 Before the Space Reopens

- Confirm cleaning tasks are complete.
- Ensure wet-floor signs remain in place until floors are dry.
- Return supplies and equipment to storage.
- Communicate any outstanding maintenance concerns.

The Ultimate Post-Event Cleaning Checklist
for NYC Businesses

Use this checklist to clean, sanitize, and reset your space after an event. From waste removal and restroom cleaning to floor care and surface disinfection, make sure no essential task is overlooked.

GET CLEANING SUPPORT

Call (212) 803-3328
hello@sterlingcleaningnyc.com

Contact Sterling Cleaning Services to discuss a cleaning plan for your property.

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