



## GENERAL ROOM USE Clean Up Checklist

Updated 10/21/25

Name/Organization: \_\_\_\_\_

Space: \_\_\_\_\_ Date of Use: \_\_\_\_\_ Time of Use: \_\_\_\_\_

All areas must be cleaned at the conclusion of their usage. Please complete and sign the following checklist and return to office with your keys PER SPACE used during the rental period. Custodial fees will be applied if not restored to pre-use standards.

- ☐ Tables, counters, and/or chairs wiped clean and put in original position
  - *If chairs / tables were added to your space, please stack or fold and leave where found.*
- ☐ Sweep or vacuum floors
- ☐ Ensure all trash and garbage is in the receptacles
- ☐ Spot-check bathrooms utilized during your event period
- ☐ If technology equipment used: power off, wind up all cords and leave in rental space
- ☐ Relock any opened doors during use
- ☐ Turn off all lights

### **In addition, for large group spaces (Cafeteria, Gymnasium, Center Room):**

- ☐ Take the garbage and recycling to the dumpster, and refill receptacle with clean bag
  - *Dumpsters located outside the East Entrance, in the southeast corner of the parking lot.*
- ☐ Reset chairs and/or tables as agreed upon with your Grove coordinator.
- ☐ Cafeteria Additions:
  - ☐ If disposables were used and need to be replenished, complete the "Supplies Needed Form".  
*QR Code or Link posted on the kitchen bulletin board.*
  - ☐ Remove all food that was brought in.
  - ☐ Empty all garbage and recycling containers to the dumpster.

**Thank you for caring for the space and returning it to its original state.**

*I have read and completed the tasks outlined in the above checklist to the best of my abilities:*

\_\_\_\_\_  
*Signature of Person(s) Responsible*





# KITCHEN / CAFETERIA USE Clean Up Checklist

Updated 10/21/25

Name/Organization: \_\_\_\_\_

Space: \_\_\_\_\_ Date of Use: \_\_\_\_\_ Time of Use: \_\_\_\_\_

All areas must be cleaned at the conclusion of their usage. Please complete and sign the following checklist and return to office with your keys PER SPACE used during the rental period. Custodial fees will be applied if not restored to pre-use standards.

**NOTE: All Cleaning supplies found in the cafeteria/kitchen transition, on or next to black stack shelves.**

## Cafeteria:

- ☐ Wipe down tables, counters, and chairs; return to their original position
- ☐ Sweep tile floors
- ☐ If technology equipment used: power off, wind up all cords and leave in rental space

## Kitchen:

- ☐ Turn off oven, stove top, and coffee maker
- ☐ Wipe down counters, stovetop, and any other used surfaces
- ☐ Wash, dry, and put away used dishes, utensils, pots/pans, etc. (*locations labeled around kitchen*)
  - ☐ If air pots are used: RINSE ONLY and set upside down in dry racks (*DO NOT USE SOAP*)
  - ☐ If a steam table is used: dump water vessels and dry; wash lids and dry
- ☐ Sweep & steam mop kitchen floor
- ☐ Place all towels, dish cloths, and rags in the dirty rag bin (*under dishwasher counter*)
- ☐ Remove all food that was brought in

## Final Touches:

- ☐ Consolidate and remove garbage & recycling; refill receptacle(s) with clean bag
  - *Dumpsters located outside the East Entrance, in the southeast corner of the parking lot*
- ☐ If disposables were used and need to be replenished, complete the "Supplies Needed Form"
  - *QR Code or Link posted on the kitchen bulletin board; or email your Grove Representative*
- ☐ Spot-check bathrooms utilized during your event period
- ☐ Relock any opened doors during use
- ☐ Turn off all lights

**Thank you for caring for the space and returning it to its original state.**

*I have read and completed the tasks outlined in the above checklist to the best of my abilities:*

\_\_\_\_\_  
*Signature of Person(s) Responsible*