



Event Cleanup Checklist

Cleaning supplies can be found in the **janitor's closet located in the back hallway**.

Please complete the following before leaving the space:

- Sweep the floors.
- Pick up and dispose of any mess or leftover items.
- Wipe down all tabletops and surfaces.
- Return tables, chairs, furniture to original location
- Return all game room items to their correct locations.
- Empty and clean the refrigerator.
- Wash any utensils or dishes used and return them to their proper place.
- Take all trash to the bins located behind the building.
- Replace all trash bags after removing trash.
- Make sure no personal items or decorations are left behind.

Note: The \$50 cleaning fee is used for a deeper professional cleaning of the space after events. Completing the checklist above helps ensure the space is ready and prevents excessive cleaning needs.

