

EVENT: \_\_\_\_\_

DATE: \_\_\_\_\_

## CLEAN-UP PROCEDURES

(Check off when task is completed for the rooms you use)

We recommend you take a photo of each room as you arrive, so you're able to easily reset each room after your event.

The listed tasks below are in addition to resetting the room to the way you found it.

### **Multi-Purpose Room and Sanctuary**

- Vacuum as needed
- Empty and replace liners of wastebaskets and put trash in dumpster

### **Bathrooms**

- Check restrooms; make sure toilets & urinals are flushed & paper is picked up off the floor
- Wipe down sinks & counters
- Empty and replace liners of wastebaskets and put trash in dumpster

### **Kitchen**

- Clean all kitchen counters
- Clean out all sinks
- Mop and/or sweep kitchen floor as needed
- Wash any dishes, pots, or silverware used and put away
- Do not leave any left-over food on the kitchen counters
- Place any used dish cloths and towels in the designated laundry bag
- Empty and replace liners of wastebaskets and put trash in dumpster

### **Classrooms**

- Vacuum as needed
- Clean off tables
- Wipe off chairs, if needed
- Empty and replace liners of wastebaskets and put trash in dumpster

### **Nursery**

- Wash and put any toys away
- Vacuum as needed
- Clean off tables
- Wipe off chairs, if needed
- Empty and replace liners of wastebaskets and put trash in dumpster

**PLEASE** remember to leave the facility the way you found it.

Please check each applicable item and leave this form in Emily Lausen's box outside of the main office

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Renter Signature/Date

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PEFC Signature/Date

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