

FAMILY USE POST EVENT CLEANING

WHO NEEDS TO CLEAN?

Wedding or corporate events - Please clean any timely spills and take out and reline the kitchen and upstairs bathroom garbages. Further cleaning is appreciated but not required. Cleaning is part of your event cost.

Family events and last minute events - Please follow and check the following checklist to clean thoroughly. This is part of how we offer discounted rates to families. We hope you will leave the event space as clean as you found it and ready for the next event.

CLEANING SUPPLIES

Cleaning supplies are in the kitchen janitor closet and under the kitchen sink. The regular vacuum is in the janitor closet on the main level off the display window. There are extra garbage liners on the shelf to the left of the kitchen garbage cans. Please make sure that you and your helpers do not take home any of our cloths or cleaning supplies.

MOPPING NOTES

There is a mop and spinning mop bucket to do spot mopping. After rinsing the mop, you put it in the spin cage and use the foot pedal to spin it at least 15 pedals rapidly. If the mop is too wet, you will leave dirty water spots that are difficult for us to remove later. We very much appreciate you spot mopping, but please do not mop an area until you are totally finished in that area, and you can close the door on that area. If your help walks on the mopped floors, you leave footprints that are difficult to remove later. Mopping is the very last thing to do when most your help has left.

POST EVENT CLEANING CHECKLIST

TIPS FOR GROUP CLEANING

- | | |
|---|--|
| / | Mark half an X (/) when starting a task if multiple people are cleaning. |
| X | Mark an X when task is complete. |

POST EVENT CLEANING CHECKLIST LIST FOR FAMILIES

	Wipe down chairs a damp cloth.
	Stack chairs 12 high and use dolly to put stacks away. Stacks must fit tightly for all to fit.
	Wipe any tables down that need it.
	Put tables on table racks and very carefully put racks back into the closet. It's a tight fit.
	Sweep or vacuum entire upstairs and stairs. Use large push broom or vacuum.
	Vacuum drinking fountain rug, 2 balcony rugs, and 4 rugs in main level hallway. (For this, use the vacuum from the main level janitor closet located through the display window.)
	Check if balcony needs swept or mopped.
	Clean upstairs restroom (toilet, sink, mirror) with vinegar spray and paper towels.
	Clean upstairs drinking fountain with vinegar spray and paper towels.
	Clean ballroom mirrors, glass doors and windows if needed. Use vinegar spray and paper towels.
	Clean kitchen sink and wipe counters.
	Check and clean kitchen appliances as needed.
	Put away all cleaning supplies except mop and bucket.
	Empty bathroom garbage to a kitchen one, or empty and reline it if needed.
	Take kitchen garbage to barrels east of the building. If it's full put them in back of truck.
	Clear out all your personal belongings.
	Have most of your help leave before you spot mop.
	Fill mop bucket with hot water. Do not fill beyond MAX fill line.
	Spin mop rapidly at least 15 times to achieve a damp mop that isn't too wet. Rinse as needed.
	Mop bathroom and kitchen. Close their doors when finished.
	Spot mop ballroom floors, hallway, and then stairs.
	Leave mop and mop bucket of dirty water at the bottom of the stairs just before you exit.
	Without locking self out yet, lock covered parking stair door, and front and back doors.
	Leave key on top of the drinking fountain before you leave. Thank you!