

Our requirement is to leave the property how you found it. Please use this checklist as a guide.

# CLEANING *checklist*



## RECEPTION SPACE

- Remove Personal Decor and Items
- Return Venue Decor (See Decor Checklist for instructions)
- Remove trash ( No open liquids in trash cans)
- Wipe tables and chairs if needed
- Stack chairs on tables (10 max)
- Sweep floors
- Spot mop any spills/sticky spots- use water mop only, no chemicals
- 3rd Party rental items removed/picked up

## GENTLEMEN'S LOUNGE

- Remove trash ( No open liquids in trash cans)
- Place used cups, plates, bowls in sink
- Wipe down counters
- Check fridge for drinks
- Remove personal belongings
- Sweep floors
- Spot mop any spills/sticky spots

## KITCHEN

- Empty refrigerator/freezer, wipe any spills
- Clear counters and wipe off
- Sweep floors
- Spot mop any spills/sticky spots- use water mop only, no chemicals
- Remove trash ( No open liquids in trash cans)
- Trashed food should be bagged and not loosely tossed in dumpster
- Clean coffee pot if used

## BRIDAL SUITE

- Remove trash ( No open liquids in trash cans)
- Remove personal belongings
- Wipe down counters
- Sweep floors
- Spot mop any spills/sticky spots



## THE OAK

- Pick up any trash
- Remove garbage bags from cans
- If used, return cocktail tables inside, folded in hallway

## THE CHAPEL

- Remove decor
- Check pews for items
- Fake flower petals are not permitted- if they were used they must all be picked up from chapel and surrounding areas

## WHAT'S LEFT

- If desired, leftover floral arrangements and food can be donated by venue staff. Florals will be taken to the local nursing home and food/deserts will be taken to a local emergency service such as dispatch center, police station, or fire station. Please leave food in the kitchen and gather florals in one area. Check this box if you would like to utilize this option.

## BATHROOMS

- Remove trash
- Clean excessive messes
- Venue will disinfect

## MISCELLANEOUS

- Clean up send off items such as sparklers or bubble containers
- Check surrounding areas for trash
- Check for cigarette butts not placed in proper receptacles
- Put all trash in dumpster located at the corner of the parking lot.

## Please Note

Completion of this list is outlined in the rental contract. Failure to complete will result in a charge to the renters.



*Thank-you*

The charge to opt out of this list is \$2/head. (Set up for 100=\$200.) Minimum \$100. Excludes personal belongings and rental items.

All done? Get checked out--

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