

Cleaning Checklist

Venue 20 staff will inspect the building and property following your event. Failure to complete the tasks below will cause your damage/cleaning fee to be reduced. **The venue and property must be left clean and in "event-ready" condition with no damages, for any of your cleaning fee to be returned.** Fees that are refunded will be mailed to the address listed on the rental agreement, within 30 days after your event.

Kitchen:

- _____ No grease, food, or solids put down sink drain. (Cause septic issues.)
- _____ Plates, flatware, pans, glasses, and linens removed.
- _____ Sink, faucet, counters, prep table, and shelves clean.
- _____ Refrigerator, freezer, and microwaves clean.
- _____ Garbage tied and placed in containers behind building.
- _____ New garbage bags in containers.
- _____ Floors swept and damp mopped.

Dressing Rooms:

- _____ Clothing, shoes, and personal items removed.
- _____ Counters and mirrors clean.
- _____ Stools placed under counters.
- _____ Windows closed tightly and locked.
- _____ Floors swept and damp mopped.

Bathrooms:

- _____ Female products, wipes, and diapers in garbage only. (Cause septic issues).
- _____ Toilets and under toilet seats scrubbed and clean.
- _____ Sinks, faucets, and counters clean.
- _____ Floors swept and damp mopped.
- _____ Garbage tied and placed in containers behind building.
- _____ New garbage bags in containers

Main Rooms:

- _____ Furniture placed in original locations.
- _____ All tables and all chairs wiped clean.
- _____ Red carpet swept clean.
- _____ Decorations, photos, and signs removed.
- _____ Coats and boots removed.
- _____ Fireplace and air conditioners turned off.
- _____ Ceiling fans and lamps turned off.
- _____ Windows closed tightly and locked.
- _____ Floors swept and damp mopped.
- _____ All exit doors closed tightly and locked.

Outside:

- _____ Decorations, signs, and rented items removed.
- _____ Parking lot, yard, and covered entry clean.
- _____ **ALL cigar and cigarette butts picked up.**
- _____ All light turned off. Blue outdoor lights remain on.
- _____ Entry doors locked and keys secured in lock box.

Office Use

- Event Ready Clean
- Keys Returned
- Damages
- Description of damage/other issues: _____

Inspected By: _____ Date: _____ Time: _____