

ACHS Banquet Room Checklist

Kitchen

- Counters clean
- Sinks clean
- Refrigerator empty & clean
- Coffee maker clean & unplugged
- Dishwasher clean & empty
- Stove/oven clean & off
- Exhaust fan off
- Trash in dumpster
- Lights off
- Floor clean

Restrooms

- Counters clean
- Toilets/urinals flushed

Main Room

- Tables clean
- Chairs clean
- Stage clean
- Trash in dumpster
- Carpet swept
- Stage & room lights off