

CLEANING/CLOSING CHECKLIST

DINING ROOM

- Check bathrooms and remove garbage from bathrooms
- Clean and remove trash from main hall
- Clean tables and chairs that were used during dining event and return back to original location
- Clean bar and remove trash
- Sweep and clean floors
- Turn off all lights in dining room and in both bathrooms
- Return cleaning supplies to original location
- Dump all garbage to outside bin located behind venue

KITCHEN

- Turn off all kitchen equipment
 - Stove
 - Deep Fryer
 - Grill
 - Steam Table
 - Dishwasher
- Remove all garbage and dump in dumpster
- Wipe down all surfaces (tables, shelves, oven, grill and steam table, etc)
- Wash all dishes, glassware, utensils, cookware that were used during event and return to its original location (*please do not mix glassware in racks, wine glasses in its own racks, water goblets in its own racks, etc*)
- Clean walk-in refrigeration box if used
- Clean all floors in kitchen
- Turn off all lights in kitchen

