

CLEAN UP CHECK LIST

Here is your checklist for clients who choose to handle clean up!

TAKE A PICTURE OF THE SPACE UPON ARRIVAL. The space should look the same as it was found.

You or caterer/craft service/PA please complete the following:

- ~ Wipe down any food/drink from table/chair surfaces before putting away
- ~ Return any items used/borrowed to original place found
- ~ Wipe down sink & kitchen surfaces
- ~ Remove any items & any wipe up any spills in refrigerator & freezer
- ~ Sweep and/or wipe up floors of any obvious debris (especially food). Wet mop or use paper towels to clean up any liquid spills
- ~ Bathrooms ~tidy up any obvious messes (toilet/floor/sink), trash out
- ~ All trash put in garbage bags, tied up. Trash & recycling should be placed in appropriate bins outside to Right in parking lot
- ~ If messes/liquid in interior trash cans or recycling bins, please rinse out best you can
- ~ Any excessive trash (won't fit in rolling cans outside) may need to be disposed of by renter/caterer/craft service.
- ~ Any excessive leftover food/catering) needs to be transported off site (typically caterer does this SEE CatererFood.pdf under "forms" tab on the website).
- ~ Any rental items from outside vendor (equipment, tables & chairs, etc.) broken down and picked up directly following your event (unless approved for later pick up)

REGULAR CLIENTS/SELF ENTRY & EXIT~ Additional lock up check list

- ~ IMMEDIATELY AT END TIME OF EVENT TIME (**before load out starts**) adjust turn up or down thermostats (65* cold weather, 80* warm)
- ~ Close all curtains **tightly** shut.
- ~ Make sure the doors to restrooms are locked & if multiple day meeting/shoot requiring NDA for access, door to KTCHN locked.
- ~ Turn off all lights except one near front door
- ~ Make sure front door is locked behind you
- ~ if you were given key for access, on last day please leave on kitchen island & make sure front door is locked behind you.