Clean-up Checklist

- **Call your Manager on Duty** (phone number on the whiteboard to the bottom right of the kitchen door, and phone located behind kitchen door) to show you the location of vacuums, cleaning supplies, and mop, and dumpsters and recycling bins; then please follow this checklist:

**La Feliz Room**
- La Feliz Deck swept, and any rentals placed on the La Feliz Deck
- Decorations/signs removed (including any placed outdoors)
- Tables and chairs arranged into standard configuration (diagram located in kitchen)
- Extra tables and chairs returned to storage closet
- Event area vacuumed, stains and spills checked for and cleaned up
- Podium placed at the front of the room
- Trash and recycling removed from the building and placed in the dumpster or recycling bins
- Trash/recycling bins lined with new liners (trash/recycling overflow taken off of the premises)

**Storage Closet**
- Consulted storage closet diagram to the left of the closet door
- Chairs loaded onto dollies; 23 chairs per dolly
- Standing round tables lined up neatly
- Tables neatly placed on cart
- Vacuums stored where they are easily accessible

**Kitchen**
- Clean: __counters __sink __ floor __ table __stove __oven __microwave __refrigerator
- Floors swept; mopped if needed
- Refrigerator emptied
- All personal belongings removed

**A/V Room**
- All mics or other A/V equipment left out; they will be put away by Manager on Duty

**Exhibit Hall**
- Tables and chairs removed and placed in storage closet in the La Feliz Room
- Decorations/signs removed
- Event areas checked for litter, cups, plates, etc.
- All used surfaces wiped clean, floors swept, and floors mopped if necessary
- Shipwreck Deck swept

- Call the Manager on Duty after completing this checklist to sign out. Thank you!