

Event \_\_\_\_\_

Date \_\_\_\_\_

## COMMUNITY SPONSORED EVENT

Requirements immediately following the event. Please observe:

\_\_\_ Maximum occupancy limit of 100 persons.

\_\_\_ Restrooms: pick up debris & empty trash cans. Place by large kitchen door.

\_\_\_ Remove all leftover food.

\_\_\_ If the kitchen is used sweep the kitchen, utility room and the buffet line floors. Brooms are in utility room. Return all items to their original location.

\_\_\_ Wipe down buffet and bar countertops.

\_\_\_ Vacuum carpeted floors. Vacuum is located in utility room.

\_\_\_ Bag all trash & leave on hard floor surface by large kitchen door. Extra bags are in bottom of trash can and on counter above small sink.

\_\_\_ Pick up litter (including cigarette butts) from outside including smoking area in back.

\_\_\_ Fold and return tables and chairs to original location.

\_\_\_ Turn heater down to 45 degrees. Leave door to hallway open.

\_\_\_ Close all windows and security screens.

\_\_\_ Leave this checklist on top of the buffet.

COMMENTS:

Please sign: \_\_\_\_\_ Date: \_\_\_\_\_