

# CLEAN UP CHECKLIST

Before leaving the venue, please make sure all items are checked and signed off at the bottom and leave the completed checklist in the kitchen.

## KITCHEN

- All surfaces and the sink area should be cleared, wiped down and sanitized. This includes wiping spills/grease from front of cabinets.
- Floors swept and mopped. Brooms/mops are located in the storage room.
- Wipe spills & food from inside the cooler.
- Return all Serenity's Barn utensils to proper space (if we find any of your items left behind, we will contact you to arrange for you to pick them up).
- Remove all food from the kitchen and please do not leave leftovers in our cooler or on our counters.
- Place all garbage bags into the large garbage cans outside. \*\*NO leaky bags left in the kitchen.
- Put new garbage bags in the kitchen cans.

## MAIN EVENT SPACE

- Remove all decor, florals, and accessories that you may have brought in.
- If you have any rental items that were brought in, prepare them for pickup per your rental companies' instructions.
- \*\* Serenity's Barn needs to be notified as to the day and time the rental pick up will occur after your event.
- Remove any table linens provided by Serenity's Barn and leave in area near main entry.
- Wipe all tables, benches, and chairs with a damp cloth.
- Remove all trash and place full bags in the large cans outside. \*\*NO leaky bags left inside, please.
- Put new garbage bags in cans.
- Main event room floors are to be swept and spills mopped/wiped clean.
- Wipe off all tables and chairs with a damp cloth.
- Ensure all electronics are turned off.

## RESTROOMS

- Clear all counter surfaces and wipe down.
- Clean any excessive soiling of restrooms by your guests (This includes any bodily fluids left behind).
- Remove restroom trash.

## OTHER AREAS

- Any litter left outside should be picked up and put into trash cans.
- Wipe all tables, benches, and chairs with a damp cloth.
- Clean Bridal and Groomsmen rooms.
- Remove any trash left behind in the parking area.

## NOTE:

Brooms, mops, and cleaning and restroom supplies including disposable gloves, are located in the storage space in "Millie's Kitchen." Any excessive extra cleaning required will forfeit your security deposit.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*"A haven full of promise, love, and memories."*