

CARE INSTRUCTIONS FOR BUILDING

- _____ Clean and take down all tables and chairs. Wall tables should be wet wiped and refolded into their storage position in the wall.
- _____ Empty all garbage cans and take garbage from the premises.
- _____ Clean all functional bathrooms.
- _____ Wash all dishes, utensils, pots, pans and coffee pots and put them away.
- _____ Wet wipe all counter tops.
- _____ Empty refrigerator and wet wipe interior and exterior, if applicable.
- _____ Leave dirty dish towels and rags in laundry bag inside pantry door.
- _____ Broom sweep flooring on the entire kitchen and lunchroom area. Wet mopping should follow.
- _____ Vacuum rooms with carpet, if used.

CARE INSTRUCTIONS FOR TABLES AND CHAIRS

- _____ Transport tables with tops together and/or hardware together to prevent chipping the tables. Put tables in boxes, if available, for transporting.
- _____ Store tables with tops and/or hardware together.
- _____ Chairs are to be stored on chair carts with chairs all facing the same direction.
- _____ Be sure all tables and chairs are clean before returning them to their respective storage places.

The above steps should be completed within 24 hours after event closure unless other arrangements have been made with the activities coordinator. Deposits will be refunded once these items have been accomplished.