



# Cleaning Checklist Post Event

- Wash any dishes used in hot soapy water **before** placing in the sanitizer
- Sanitize dishes – Instructions located on the wall above the sanitizer
- Put dishes away
- Wipe kitchen counters
- Wipe fridge & microwave
- Recycle plastic, bottles and paper into the proper bins located at the front entrance of the GSA Commons
- **Return furniture to its original location (Please do not drag large furniture across carpet)**
- Wipe off all tables in the commons
- Straighten chairs
- Pick up litter from the floor (the caretaker will vacuum and mop)
- Dumpsters are located outside the building for any large items unable to fit into the regular garbage bins

## If applicable:

- Clean the BBQ if utilized (wipe down, empty drip tray and scrape grills)
- Ask the coordinator for the keys to the shed, remove propane tank from BBQ and take the BBQ and tank back to its location in the shed.
- Empty and rinse the coffee carafes

## Please have the coordinator inspect the building before you leave

Coordinator Initials:

\*Don't forget to retrieve your damage deposit once your cleaning checklist has been approved.

Damage Deposit Returned:

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

We hope you enjoyed the GSA Commons and we look forward to seeing you again!