



Cleaning Checklist Post Event

Please complete the following:

- 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 the carpet)
- Wipe off all tables
- Straighten chairs
- Pick up litter from the floor (the caretaker will vacuum and mop)
- Dumpsters are located outside the building. Please throw away the garbage from your event.

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:

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

Damage Deposit Returned:

YES

Signature: _____

*We hope you enjoyed the GSA Commons and we look forward to
sharing our space with you again!*