



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 Office Staff 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 GSA Staff inspect the building before you leave

GSA Staff Initials:

Note: Do not forget to retrieve your damage deposit once your Cleaning Checklist has been approved.

Damage Deposit Returned:

YES

Date Returned: _____

Event Contact Name: _____

Event Contact Signature: _____

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