



END OF EVENT CHECKLIST

*****Basic Rule: Leave the building in the condition it was before your event.
As needed, complete the following tasks:**

1. Place any chairs and tables in their respective locations. Wipe down the tables before putting them away. The cushioned chairs should be stacked five high facing the wall adjacent to the bathrooms.
2. Sweep the gym floor and mop any spills.
3. Check the bathrooms for any excess uncleanliness (e.g., unflushed toilets, soiled toilet seats/stalls, overflowing trash). Clean as needed.
4. Pick up trash from bleachers.
5. Take all trash to the dumpster outside. Replace any trash bags that were removed.
6. Make sure all doors at each entrance are completely closed.
7. Make sure all lights are off, especially in the bathrooms (Lights near the entrance are motion activated, so they will turn off by themselves when you leave.).
8. After you exit the building, make sure any doors that were unlocked are locked.

******All cleaning supplies are located in the supply closet closest to the main entrance.***