

The Stage on 69 Cleaning List

___ Wipe down all used tables. Cleaning products are in the cleaning carts in the storage room by the kitchen and the storage room on the stage. Tables go back to the storage room by the Stage area.

___ Check all chairs for spills or food remnants (We don't want to find moldy cake a week later). Chairs go in the storage room next to the kitchen. A picture in each storage room is available as a reference.

___ In the kitchen clean sink, counters, stovetop. Clean surfaces or appliance you have used. Sweep the floor.

___ Wash, Dry, and put away any utensils you may have borrowed.

___ Check all bathrooms and wipe down sink, sweep floor. Leave doors open.

___ Sweep Floors. Brooms are in the storage closet near the kitchen. Please wipe up any spills on the floor. There's a green dry mop and floor cleaning spray in the utility closet for small messes, and a mop and bucket the whole floor needs mopped.

___ Trash. Bag up your kitchen, bathroom, and other trash. Please replace trash bags with new ones. Place the bags in the dumpster outside and **make sure the lid is closed, please do not leave trash next to the dumpster**. Extra bags are in the storage room by the kitchen and in the cleaning cart. Bathroom trash bags are under the sink in the women's restroom.

___ If you use the venue's tablecloths, mop pads, or towels, please place them in the laundry basket in the utility closet near the kitchen.

___ Remove all of your own items from the refrigerator, if messy wipe it out.

___ Inspect for any damage, obvious marks on walls, etc. Mention them to the venue rental person. You can call, text, or email us stageon69@gmail.com

___ Make sure all doors are locked, double check the glass doors and back door.

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