

The Stage on 69 Cleaning List

___ Wipe down all used tables. Cleaning products are under the kitchen sink. 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 sinks, counters, stovetop. Clean surfaces you have used. Sweep 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 utility closet near the kitchen. Please wipe up any spills on the floor. There's a green dry mop and Bona Spray in the utility closet if 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 under the kitchen sink.

___ 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

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

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

Please contact us if you have questions or have damages to report.