

## Cleaning Checklist

Immediately following your event, complete each item on this form. Use the provided cleaning solutions on serving surfaces, doors, windows, and floors.

- \_\_\_ Tables and chairs cleaned and returned to assigned location
- \_\_\_ All decorations removed with no residue remaining
- \_\_\_ Sound system components returned to original location and turned off
- \_\_\_ Vacuum all carpeted surfaces
- \_\_\_ Trash and containers cleaned and emptied into dumpster
- \_\_\_ Turn off all lights
- \_\_\_ Check outside building and parking areas for trash
- \_\_\_ Double check all doors are securely closed and locked

Additional Comments:

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\_\_\_ I certify that I have inspected Eagles' Landing and outside area that I have performed the above listed items and returned this checklist (and all Eagles' Landing keys) to the staff at Eagles' Landing. Note any building issues in the additional comments.

Event POC Printed Name: \_\_\_\_\_ Event Date: \_\_\_\_\_  
Event POC Signature: \_\_\_\_\_ Phone number: \_\_\_\_\_

Event Center Staff only:

Staff Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Did the facility meet standards? \_\_\_\_\_

If not, list here:

Total Charges \$ \_\_\_\_\_ Date Event POC was notified: \_\_\_\_\_

Customer Signature for fees charged: \_\_\_\_\_

Date Event POC paid: \_\_\_\_\_