

Pre	List of Items (check all that apply)	Facility Mgr/Post	Notes
	Multi-Purpose		
	Chairs Set Up Correctly		Ex. Client asked for more chairs
	Tables in Place Correctly		
	Floor /Spills wet mopped		
	Floor swept left free of debris/ scuff marks		
	Trash placed in Blue Bin & Emptied in Dumpster at the end of event		
	No tape/3M's/ etc attached to wall		
	All Audiovisual Aids turned off & put up		
	Kitchen		
	Stove clean and turned off (Used to Heat only)		
	Microwave clean		
	Sink clean and wiped out		
	Floor/ Spills swept and mopped		
	Full Ice Bag(s) may be left in freezer		
	All Refrigerator items cleaned out		
	Trash tied & emptied in dumpster		
	Trash bags replaced		
	Bathrooms		
	All paper off floor		
	Trash emptied in dumpster		
	Trash bag replaced		
	Sink clean and free of debris		
	Floor clear of debris		
	Lobby		
	Item returned to original location		
	Floor free of debris		
	Spills/liquids/ etc cleaned up/ Mopped		
	Conference Room		
	Floor free of debris		
	Mopped if needed		
	MISC		
	Walls, scuff marks, cracks or tears		

If there are any areas that don't apply to your event, please mark N/A and sign below.

Signature _____ (Print name, date & initial)