

CLEAN-UP CHECK LIST

Floors need to be swept.

All tables need to be cleaned and wiped down.

All chairs and tables must be returned to the carts or locations that they were already set up.

All trash needs to be emptied and taken out in wheeled trash cans to the dumpster.

Sweep kitchen floor.

All counters and stovetops need to be cleaned and wiped down.

Any dishes that were used need to be washed, dried and put away.

Any supplies that were used must be put back in cabinets.

Make sure all lights are turned off.

Make sure to lock doors when leaving.