

American Legion Post 403 - Veterans Reception Center Cleaning Checklist

- Remove all personal effects that were brought into the facility for your event (food, decorations, etc.)
- Tables must be cleared of all cups, plates, utensils, food, and table cloths.
- Wipe and clean tables (cleaning supplies are provided).
- Return tables and chairs to their original location.
- If additional tables were removed from the storage area by your party, they should be returned to the storage location in which they were found.
- Vacuum any areas that were used by your party (unless cleaning fee paid).
- If the kitchen has been used, all of your party's items are to be removed from the refrigerator and freezer.
- Pick up any trash around the exterior of the building that was left by your party.
- Check the bathrooms to be sure that they are in the same condition as when you arrived (unless cleaning fee paid).
- All kitchen counters, sinks, stoves, microwave must be wiped clean. Trash from kitchen must be removed and taken to dumpster. Floor must be swept clean and mopped. This is the responsibility of renter or renter's caterer if kitchen is used for cooking, holding or prepping food.
- If used, serving carts must be wiped clean.

If the cleaning requirements are not completed in a satisfactory manner, security/cleaning deposit may be withheld. Additional fees may apply if required clean-up exceeds the normal wear and tear of events.

The undersigned Renter and VRC Staff Member have confirmed that the Cleaning Checklist completed in a satisfactory manner.

Renter

VRC Staff Member