

---

# City of Hiram

---

## THE EVENTS PLACE CLEANING CHECKLIST

### 1. MAIN SPACE

- Sweep and Mop the floors throughout the building.
- Clean and fold up tables and chairs; Stack inside the right side Utility Closet.
- Throw away all trash and take out the bags to the dumpster behind the left side of the building.
- Remove all personal decorations and belongings from the facility.

### 2. KITCHENS

- Remove all items from both fridges, sinks, counters, and cabinets.
- Wipe down both Kitchens including the microwaves.
- Ensure no food or dishes are left behind.

### 3. BATHROOMS

- Sweep and Mop floors in all three bathrooms.
- Clean Toilets and wipe down sinks.
- Replace toilet paper.
- Empty Trash.

### 4. WRAP UP

- Return all cleaning supplies to the supply closet.
- Remove all trash and take it out to the dumpster. Replace Trash Bags.
- Ensure all three Bathrooms and two Kitchens have been emptied and cleaned.
- Inspect the floors for any remaining trash or spills.
- Make sure all tables and chairs have been folded up and put in closet.
- Lock front door as you are leaving and return this Check-List and The Events Place Key to the City of Hiram Administrative Office.

By signing below you are acknowledging that the above Check-List has been completed and done to the best of your ability. Failure to do so can result in the loss of your Damage Deposit and possible additional fines. You are also acknowledging and assuming any risks associated with improper handling of the provided cleaning supplies.

---

Signature

Date