

POST-EVENT CLEANING PROCEDURES

Lights

- ☐ **North Side:** Lights are in the back next to the back door along with track lighting, fans, and back outside lights. There is a switch to one side of the front door that controls one row of lights that may need to be turned on or off upon entering or exiting the front entrance. All lights in the main venue area have dimmers. The light switch to the small room in the back is on the outside of the room on the right side of the entry door. The restroom light switch is on the left side just as you enter. Please turn all lights off after events.
- ☐ **South Side:** Lights are located in the back utility room across from the kitchen. There is a switch to one side of the front door that controls one row of lights that may need to be turned on or off upon entering or exiting the front entrance. All of these lights also have dimmers. There is also a switch on the wall outside the restroom that will turn on lights for that area. The restroom light switch is on the right side as you enter. Please turn all lights off after events.
- ☐ **Front Windows:** The lights lining the windows and the lights on the trees are on timers so you will not need to do anything.
- ☐ **Misc:** If there are any other lights that are used for the event, please turn those off also.

Thermostats

- ☐ **North Side:** Thermostat is in the back on the left hand side before you get to the room in the back with the French doors. Adjust to comfort level during the event. Please turn off the thermostat after events.
- ☐ **South Side:** Thermostat is in the back on the left hand side before you enter the back area. Adjust to comfort level during the event. Please turn off the thermostat after events.

Cleanup

- ☐ Remove all items from the tables making sure all food, trash and remnants from decorations are placed in the trash cans provided then remove all table cloths and place them in the rear of the building. Sweep up or vacuum all remaining debris and place it in the trash cans (brooms, dustpan and vacuum are in the utility closet across from kitchen. Any spills or sticky areas on tables, chairs, floors or carpeted area should be wiped clean. Cleaning products are under kitchen sink or in the utility closet across from the kitchen. Extra toilet paper, paper hand towels and paper towels are also located in the utility closet across from the kitchen.
- ☐ The inside and outside (including sidewalk, parking lot and back area) should be left in condition received.
- ☐ Remove all decorations brought by you or the caterer after the event/meeting unless you have received prior written consent to the contrary.
- ☐ Wipe down kitchen counters, sink area, bars and any tables that have sticky or spills on them.

- ☐ All food should be removed from refrigerator and freezer.
- ☐ Microwave, refrigerator and freezer should be left clean inside and outside.
- ☐ In cleaning you may either stack the chairs on top of each table and sweep around the tables or fold and gently place the chairs and tables against the walls.

Trash

- ☐ Collect all trash in trash bags supplied (extra bags in kitchen or utility closet across from kitchen). Tie in a knot and place them in the dumpster behind building. This includes 4 black trash cans as well as the trash cans in the mens' and womens' restrooms.

Upstairs (if applicable)

- ☐ All food and trash should be taken to trash outside to dumpster.
- ☐ All personal belongings should be removed once reception begins.

Keys

- ☐ Prior to your event, arrangements should be made to return keys to venue.
- ☐ Key opens front doors and back/side doors on both sides of venue.
- ☐ Please DO NOT USE back door on South side as it is not an exit, per city inspection.

Doors

- ☐ Doors are sometimes hard to close so make sure they are fully closed and locked.

Venue Security Deposit

- ☐ Property of one eighty-one should be left in the building or you will be charged.
- ☐ To ensure security deposit is refunded, the venue should be left in the same condition that you found it in.
- ☐ Deposits will be refunded after inspection of venue.