End of Event Check-Off

_____ Remove any perishable or spoiled food from the refrigerator.

_____ Return supplies and equipment to their proper storage places.

_____ Wipe down counter tops and table tops with soap and sanitizer solutions.

_____ Clean appliances with soap and sanitizer solutions.

_____ Wash all dishes in the sink or dishwasher and put away.

_____ Wipe down sinks.

_____ Wipe out the inside of the refrigerator with soap and water (use a Mr. Clean eraser for tough debris).

_____ Wipe down the front of the refrigerator with stainless steel wipes or cleaner.

_____ Clean the inside of the microwave with soap and water (use a Mr. Clean magic eraser for tough debris).

_____ Wipe down the exterior of the microwave with stainless steel wipes.

_____ Clean the oven interior with soap and water (use a Mr. Clean magic eraser for tough debris).

_____ Clean the oven exterior with stainless steel wipes.

_____ Sweep the floor and inspect for debris.

_____ Place all aprons, cleaning towels, and hand towels in a laundry basket.

_____ Inform front desk the event is ended and request housekeeping pick up the trash.

_____ Wipe off AV cabinet and control panel with a dry rag.

_____ Check to see that all AV equipment is off, as well as stove and ovens.

NOTIFY BUILDING SUPERVISOR IF ANYTHING IS MISSING, BROKEN or DAMAGED.

Signature_________________________________________________Date_____________

VRWC Building Supervisor ______________________________________Date_____________

Deposit Refund _______Yes _______No

Refund Method ___________________

Contact Information for Refund

_____________________________________________________________________________________________

Kitchen Supervisor Notes: