

**Post Event Cleaning Checklist**

Impact Hub Host on duty: \_\_\_\_\_

Event Host Name: \_\_\_\_\_

- I have agreed in signing the event agreement to restore the space to its original condition. Any additional cleaning required will be deducted from my \$250 deposit.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Event Start time: \_\_\_\_\_ Event End time: \_\_\_\_\_

Check off all areas used:

**Entry/Cafe**

- Furniture returned to original state
- Floors swept
- Floors mopped
- Surfaces wiped
- Trash is bagged and sealed and taken to trashroom (If trashroom is locked, let security guard in Residential Lobby know)
- Counter wiped
- Tablecloths and rags gathered in pile for Impact Hub staff.

**Kitchen/Breakroom**

- Floors swept
- Floors mopped
- Surfaces wiped
- Trash is bagged and sealed and taken to trashroom (If trashroom is locked, let security guard in Residential Lobby know)
- Food is cleared, no leftovers stored without Impact Hub approval.
- Dishes are washed and placed in drying rack.

**Lounge**

- Floors swept
- Floors mopped
- Surfaces wiped
- Spot check on fabrics for stains

**Commons**

- Furniture returned to original state
- Floors swept
- Floors mopped
- Surfaces wiped
- Beanbags spot checked
- Trash is bagged and sealed and taken to trashroom (If trashroom is locked, please leave rubbish outside the rubbish room)

**Workshop Room**

- Furniture returned to original state
- Floors swept
- Floors mopped
- Surfaces wiped
- Window ledges checked for food or liquids
- Door is locked
- Trash is bagged and sealed and taken to trashroom (If trashroom is locked, please leave rubbish outside the rubbish room)
- Tables are set up in a large rectangle with chairs around the square
- Excess chairs line the perimeter of the room

**The Main Event**

- Furniture returned to original state
  - Please take a picture of the space beforehand to replace all items correctly.
- Floors swept
- Floors mopped
- Surfaces wiped
- Ledges and tabletops checked for liquids
- All trash is collected and secured in trashbags
- Trash is bagged and sealed and taken to trashroom (If trashroom is locked, please leave rubbish outside the rubbish room)
- Trash and recycle bins returned to break area
- All dishes are collected and washed
- Folding tables are folded up and stored
- Event chairs are stacked and stored