



CLEAN UP CHECKLIST

Before leaving the venue, please make sure all items are checked and signed off at the bottom and leave the completed checklist in the kitchen.

KITCHEN

- All surfaces should be cleared and wiped down.
- Floors swept and all spills mopped up.
- Wipe spills & food from inside of cooler.
- Return all WW Farm utensils to proper space.
- Place all garbage bags outside kitchen door. **NO leaky bags left in kitchen. please.

MAIN EVENT SPACE

- Remove all decor, florals and accessories that you may have brought in
- If you have any rental items that were brought in, prepare them for pickup per your rental companies' instructions.
** Winter Wood Farm needs to be notified as to the day and time the rental pick up will occur after your event
- Remove any table linens provided by WW Farm and leave in area near main entry
- Wipe all tables and chairs with a damp cloth
- Remove all trash and place full bags outside the kitchen door. **NO leaky bags left inside, please.
- Main event room floors are to be swept and spills mopped/wiped clean
- Wipe off white buffets with a damp cloth
- Ensure that the sound system and television are turned off

RESTROOMS

- Clear all counter surfaces and wipe down
- Clean any excessive soiling of restrooms by your guests (including on floors and counter tops)
- WW Farm will remove restroom trash.

PATIO / SIDE PORCH / FRONT AREA

- Any litter left outside should be picked up and put into trash cans.
- No tables, chairs, other furniture or easels should be left outside.
- Make sure patio and porch lights are turned off when all guests leave. (Front lights can be left on)

NOTE:

Brooms, mops, and cleaning and restroom supplies including rubber gloves, are located in the storage space off the kitchen.
As per our mutual contract - any excessive extra cleaning required will forfeit your security deposit

Signature: _____

Date: _____