

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 and the sink area should be cleared, wiped down and sanitized. This includes wiping spills/grease from front of cabinets.
- Floors swept and mopped. Brooms/mops are located in the storage room.
- Wipe spills & food from inside the cooler.
- Return all WW Farm utensils to proper space. (if we find any of your items left behind, we will contact you to arrange for you to pick them up)
- Remove all food from the kitchen and please do not leave leftovers in our cooler or on our counters.
- Place all garbage bags into the large garbage cans outside. **NO leaky bags left in the kitchen.
- Put new garbage bags in the kitchen cans.

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, benches and chairs with a damp cloth
- Remove all trash and place full bags in the large cans outside. **NO leaky bags left inside, please.
- Put new garbage bags in cans.
- 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 countertops) This includes any bodily fluids left behind.
- WW Farm will remove restroom trash.

PATIO / SIDE PORCH / FRONT AREA

- Any litter left outside should be picked up and put into trash cans.
- Wipe all tables, benches and chairs with a damp cloth
- Porch floors are to be swept and spills mopped/wiped clean
- Remove any trash left behind in the parking area

NOTE:

Brooms, mops, and cleaning and restroom supplies including disposable 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: _____