

Completing all of the items on this check list will help to ensure that no additional cleaning charges will be necessary. A Peel Compton Foundation staff person will perform a site review on the next business day to determine if any cleaning charges to your card will be required. (The Facility Attendant is not authorized to approve facility cleanup.)

- Trash picked up, placed in bags in receptacles. Receptacle bags disposed of in outside trash cans/dumpster; new trash bags replaced in receptacles.
- Floors swept, vacuumed and mopped.
- Tables, chairs, furniture and accessories should be wiped and free of all crumbs, spills, stains and sticky residue.
- Tables and chairs returned to original location.
- Countertops in kitchen and bathroom(s) wiped down.
- If applicable, all electronic equipment, cables, remote controls, etc., returned to their original locations.
- Gardens and outdoor areas free of event-related debris (flower petals, decorations, stick residue from bubbles, etc.) Rice, birdseed and confetti are not allowed.

Date

Printed Name

Signature

Signature above indicates that you understand the post-event cleaning requirements.

Thank you for your efforts to clean up and care for our facility, ensuring a pleasant experience for the next guest.

Facility clean-up evaluation:
to be completed by Peel Compton Foundation staff or attendant on duty

- Satisfactory
- Un-Satisfactory (please provide details)

Date

Staff or Attendant Signature