

## **Grace Gathering Cleaning Checklist (Events with Food and/or Beverages)**

- All beverages need to have lids in carpeted areas with no red or dark beverages in open cups.
  
- Grace has donated paper goods which you may look through in Classrooms 116-118 for shared use; however, you are responsible to provide what you need for your event. It's also appreciated that you replenish what you use for others' use.
  
- There are Mr. Coffee pots available in Classroom 116 for use (along with filters), along with thermal 2 liter warming pots. Please rinse with hot water and return to their storage areas when finished using.
  
- Please wipe down any counter surfaces/tables that you utilize.
  
- Wash & dry off all counter tops.
  
- Please do not leave food left-overs in refrigerators.
  
- There will be a vacuum provided to clean up any visible messes for you to sweep.
  
- Make sure all garbage is taken to dumpsters outside and new liners are put in the trash containers.
  
- If anything is spilled, damaged or broken, please drop a note in the office drop box located in the Den with a contact name and phone # for follow up.