**NC A&T UNIVERSITY ALUMNI-FOUNDATION EVENT CENTER CLEANING CHECKLIST**

*Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Event Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *Event Start Time: \_\_\_\_\_:\_\_\_\_\_\_ Event End Time: \_\_\_\_\_:\_\_\_\_\_*

*Ballroom: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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*Completion of this checklist determines whether the customer or caterer’s security deposit will be returned or forfeited*

*Did the customer use the kitchen without indication of rental on the contract?*

**Yes No**

*Did guest begin to depart one hour after event?*

*All equipment rental and decorative removed after event?* **Yes No**

*Did Caterer replace can liner?* **Yes No**

*Did groups/Host and vendors exit event center by the contracted end time?*

**Yes No**

**CATERER/CUSTOMER:** Read through this checklist upon arrival and submit **after completion of event**

**ALL VENDORS MUST UNLOAD AT THE DOCK (NO EXCEPTION)**

**KITCHEN**

Outside door/ kitchen wooden doors must remain close at all time

No cooking or prepping of food on the loading dock

Do not dispose of food residues in the sinks

Caterer must refrain from washing dishes in the kitchens sinks

⎕ Kitchen floor swept and mopped

⎕ Mop water dumped, mop squeezed and placed in mop bucket

⎕ Warmers and coolers wiped clean inside and out ( WARMERS TURNED OFF)

⎕ Ice machine clean/wiped down

⎕ Sinks and drains cleaned of debris and wipe out

⎕ Countertops wiped down from top to bottom

⎕ Ice (including sculptures) dumped in the drain by the dumpster

⎕ All rental items and catering materials removed promptly

⎕ All event center resources/equipment left clean and intact

**ALL GARBBAGE BAGGED MUST BE REMOVED FROM EVENT CENTER AND PLACE IN THE DUMPSTER BY THE DOCK AREA (SEPARATE RECYCLEALBE FROM TRASH)**

**ENSURE DOCK AREA IS CLEARED OF ALL DEBRIS AND CLEAN**

**BALLROOM**

⎕ All decorations and linens removed

⎕ All personal items removed

⎕ All debris cleared from the tables

⎕ All candles extinguished and wax removed if any

⎕ All floors swept and mopped

⎕ All carpet vacuumed, and spots removed

⎕ All buffet rugs swept

⎕ All trash cans emptied and liners replaced (Lobby and ballroom)

⎕ Check ballrooms and restrooms for personal items

**EXTERIOR**

All debris, trash and personal items cleaned and removed

NO ICE OR FOOD DUMPED ANYWHERE ON GROUNDS

All catering staff must use bathroom in the kitchen

**Article from preferred caterer agreement**

Caterer shall leave the space and surrounding Premises as found initially, and shall make all necessary arrangements for clean-up and removal of all items not belonging to the Event Center. Decorations, banners or signage shall not be affixed to any interior or exterior walls, doors, windows, partitions or any other fixture without the Event Center's prior approval. Trash and rubbish shall be properly disposed of and placed in dumpsters provided and designated by the Event Center. **A cleaning fee will be accessed by the foundation to failures by the caterer in this provision**.

*Preferred Caterer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Groups/Host Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_:\_\_*

*Catering Manager’ Name Print: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time In: \_\_\_\_\_:\_\_\_\_*

*Event Planner/Decorator Name Print: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time In: \_\_\_\_: \_\_\_\_*

*Event Center Manager on Duty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time out: \_\_\_\_:\_\_\_*

*Event Center crew on Duty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time out: \_\_\_\_:\_\_\_*

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***Special notes:***

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