Completing *all* of the items on this check list will ensure additional cleaning charges will not be necessary.

* Trash picked up, placed in bags; secured by tying. Receptacle bags are to be disposed into the outside trash cans/dumpster, replace each receptacle with a new bag.
* Floors swept, vacuumed and mopped.
* Tables, chairs, furniture and accessories should be wiped clean and free of all crumbs, spills, stains and sticky residue.
* Tables and chairs returned to original location.
* Countertops in caterer’s kitchen, countertop in ice room, and harvest table wiped clean.
* 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, sticky residue from bubbles, etc.). Rice, birdseed, \*sparklers and confetti are not allowed (\*See Rules and Regulations).
* Bathroom counters and toilet seats wiped clean and *ready for the next guests*. Trash cans emptied and liners replaced.
* **If applicable**, personal belongings removed from Bridal Suite. Counters in Bridal Suite and bathroom have been wiped clean including the toilet seat. All food removed and trash placed in outside dumpster. All furniture returned to original location.
* Venue has been cleaned to the above listed standard and is ready for the next rental.

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Date Printed Name

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Signature

Facility clean-up evaluation:

To be completed by Peel Compton Foundation staff or attendant on duty

* Satisfactory
* Un-Satisfactory (please provide details)

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Date Staff or Attendant Signature