

POST EVENT CLEAN-UP CHECKLIST

After your event is complete, in order to receive your deposit back, you are required to have the Community/Recreation building and/or pavilion area back to the state that they were in prior to the event. This is a list of the most common items that need to be taken care of in order to achieve this. ***Please note that this is not a comprehensive list and will depend on what you do during your event/rental. Also, note that all Town of Plum Lake Buildings are Smoke Free.***

Main Areas of Building or Facility

- All Food and Beverage items must be removed from the building. Do not leave anything stored for another day or use. Decorations (balloons, crepe paper, bells, posters, etc.) must be completely removed – including tape string, etc. that was used to hang the decorations from the event on walls, ceiling, window, doors, etc.
- Empty garbage cans, close bags, and place all bags in one central location. Break down any boxes and mark any bags that are recyclable.
- Tables
 - Wipe off all tables before putting them back or putting them away
 - Put tables away in the proper storage area(s)
 - Put chairs away in the proper storage area(s)
- Floor
 - Sweep
 - Mop floor in Recreation Building

Bathrooms

- Empty bathroom garbage cans and take out bags and place closed bags with other trash bags
- Check bathroom floor and mop if necessary

Kitchen

- All food spills must be removed and washed clean – this includes (but is not limited to) cabinets, refrigerators, stoves, ovens, and warming/serving table
- Wash, dry, and put away dishes and/or utensils
- Sinks must be cleaned and dry
- Empty kitchen garbage cans, close bags, and place with the other garbage
- Clean and wipe dry all counters in the kitchen
- Sweep and mop kitchen floor – clean under all items
- Kitchen linen, if used, is to be washed and returned within three (3) days of use of facility

Outside Areas

- All litter, including any cigarette butts, etc., must be picked up in and around the building area
- All Food and Beverage items must be removed from the area. Do not leave anything behind. Decorations (balloons, crepe paper, bells, posters, etc.) must be completely removed – including tape string, etc. that was used to hang the decorations from any town property.

Failure to clean and restore the Recreation/Community building and/or pavilion to its pre-event state will result in the loss of your deposit.