

I further understand that all damages, which occur to the chapter as a result of this activity and injuries to any participant of this activity will be the liability of the organization/name(s) stated on this agreement form.

Signature(s) _____

Date _____

CLEANING CHECKLIST

****PLEASE BRING YOUR OWN CLEANING SUPPLIES AND TRASH BAGS**

Meeting Room/Kitchen/Hallways/Restrooms

1. _____ **Floors and hallways** are to be swept and mopped at the end of the event.
2. _____ If **tables** are used, they must be wiped cleaned and placed back in the proper space at the end of the event.
3. _____ The **chairs** must be neatly stacked and cleaned.
4. _____ **Men's restroom:**
Restroom is to be cleaned, swept and mopped. Proper care should be given to commodes to avoid back-up problems. Check commode tank for trash, empty bottle or cans. Empty the trash cans and reline it with new bags. Please check restroom walls for markings.
5. _____ **Ladies restroom:**
Restroom is to be cleaned, swept and mopped. Proper care should be given to commodes to avoid back-up problems. Check commode tank for trash, empty bottle or cans. Empty the trash cans and reline it with new bags. Please check restroom walls for markings.
6. _____ **Kitchen:**
Floor must be swept and mopped; counter tops and appliances must be wiped cleaned and sanitized; empty trash cans.
***DO NOT DRAIN GREASE OR COFFEE GRIND INTO THE KITCHEN SINK OR DISPOSE THEM OUTSIDE OF THE FACILITY.**
7. _____ Please take out all **trash** bags and take it with you. Also check the **parking lot area** for trash and/or broken glass.
8. _____ Turn off all **lights**.

Note: The renter(s) of the facility are strongly advised by the chapter to use all energy sources (electricity, gas, water, etc.) efficiently and with restraint to help conserve utility expenses.