

CIYC Rental Event Check list, Before and After

This list is designed to assist the reserving member as well as the CIYC. Each category is to be Initialed by both parties after agreeing on the check list before the event and after the cleanup is completed. **Failure to properly clean to these specifications, will result in forfeiture of the security deposit.**

Type of Event: _____

Reserving Member: Printed Name/Date _____

CIYC Rep: Printed Name/Date _____

Multi-purpose cleaning supplies are located in the kitchen under the main sink and in the pantry area. Garbage bags are located in the pantry. The key to the paper towel dispensers in the restrooms is on a magnet attached to the electrical panel in the pantry. Mops, brooms and vacuum cleaner are located in the storage closet on the north wall. Replacement bathroom tissues and paper towels are also located in the storage closet.

Kitchen – Reserving member signature/date	CIYC Rep signature/date
Before _____	_____ After
_____ All dishes clean and put away	_____
_____ All leftover food removed from the refrigerator and freezer	_____
_____ Wipe down and clean sinks	_____
_____ Wipe down all counters	_____
_____ Sweep and Mop floors	_____
_____ Remove garbage and replace garbage can liners	_____
_____ Properly shut down island stove, commercial stove and commercial dishwasher	_____

BBQ – Reserving member signature/date	CIYC Rep signature/date
Before _____	_____ After
_____ Remove all left-over food	_____
_____ Wipe down and clean outdoor sink	_____
_____ Wipe down stainless-steel prep table	_____
_____ Properly shut down BBQ grill (when used)	_____
_____ Sweep or hose down to properly clean concrete if necessary	_____
_____ Remove garbage and replace garbage liner	_____

Bar – Reserving member signature/date	CIYC Rep signature/date
Before _____	_____ After
_____ Remove all beverage items	_____
_____ Empty and clean coolers, and properly store in storage area (when used)	_____
_____ Wipe down cabinets as necessary	_____
_____ Wipe down counter tops	_____

- _____ Wipe down and clean sink _____
- _____ Empty catch bucket under service sink _____
- _____ Remove garbage under counter and replace liner _____

Restrooms – Reserving member signature/date _____ CIYC Rep signature/date _____

Before _____ After _____

- _____ Wipe down counters, sink and mirrors _____
- _____ Remove any trash from floors. Sweep and mop floors, if necessary _____
- _____ Check for and clean up any excessive soiling of the toilets, toilet stalls or showers _____
- _____ Re-stock bathroom tissues and paper towels. _____
- _____ Empty trash and replace liner _____

Main Area – Reserving member signature/date _____ CIYC Rep signature/date _____

Before _____ After _____

- _____ Wipe down tables _____
- _____ Wipe down chairs _____
- _____ Sweep and Mop floors _____
- _____ Arrange and straighten furniture to original placement _____
- _____ Replace table centerpieces, if applicable _____

Patio/Grounds – Reserving member signature/date _____ CIYC Rep signature/date _____

Before _____ After _____

- _____ Remove all beverage items _____
- _____ Empty and clean coolers, and properly store in storage area (when used) _____
- _____ Wipe down cabinets as necessary _____
- _____ Wipe down counter tops _____
- _____ Wipe down and clean sink _____

General – Reserving member signature/date _____ CIYC Rep signature/date _____

Before _____ After _____

- _____ Remove all trash from premises & place in the dumpster at the east end of the parking lot _____
- _____ Remove all personal belongings _____
- _____ Turn off lights when done _____
- _____ Lock and secure all exterior doors _____

Comments/Issues (Use the back if necessary to expand)