



EVENT CLEANING CHECKLIST

Please use this checklist after an event to be sure all necessary cleanup has been completed. Only rooms rented need to be cleaned. **Tables and chairs may be left out; the Carolina Center staff will put those in storage.** If you have questions during set up or take down please see a Carolina Center staff member. Thanks!

MAIN BALLROOM / PREFUNCTION ROOM / MEETING ROOM:

- PERFORM A GENERAL SWEEPING OF THE FLOORS. BROOMS AND DUSTPANS ARE LOCATED IN THE KITCHEN BEHIND THE DOOR
- REMOVE ALL TRASH, FOOD ITEMS, DECORATIONS, LINENS* FROM TABLES.
***LINENS RENTED FROM THE CAROLINA CENTER CAN REMAIN ON THE TABLES.**
- COLLECT GARBAGE FROM ALL BLACK TRASH CANS. REPLACE LINERS (SPARES SHOULD BE PROVIDED IN TRASH CAN; IF NOT PLEASE SEE A CAROLINA CENTER STAFF MEMBER). COLLECTED TRASH SHOULD BE TAKEN TO THE DESIGNATED AREA JUST OUTSIDE THE CATERING ENTRANCE (SEE DIAGRAM ON BACK). TRASH BAGS SHOULD BE TIED SHUT.
- TABLES AND CHAIRS BELONGING TO THE CAROLINA CENTER MAY BE LEFT OUT; THE CAROLINA CENTER STAFF WILL STORE.

KITCHEN:

- CLEAN TOPS OF TABLES AND ROLLING CARTS
- ENSURE ALL FOOD ITEMS ARE REMOVED FROM THE REFRIGERATOR AND THE INTERIOR OF THE REFRIGERATOR IS CLEAN (IF USED)
- CLEAN INTERIOR OF "HOLDING/WARMING" OVEN AND ITS TRAYS (IF USED). UNPLUG THE "HOLDING/WARMING OVEN" AND PLACE TRAYS ON TOP
- WIPE DOWN RANGE TOP AND CLEAN OVEN (IF USED).
- CLEAN INTERIOR OF MICROWAVE (IF USED).

- PERFORM A GENERAL SWEEPING AND MOPPING OF THE FLOORS. BROOMS DUSTPANS, MOP AND MOP BUCKET ARE LOCATED IN THE KITCHEN BEHIND THE DOOR.
- ENSURE ALL DEEP SINKS ARE LEFT CLEAN.
- COLLECT GARBAGE FROM ALL ROLLING TRASH CANS. REPLACE LINERS (SPARES SHOULD BE PROVIDED IN TRASH CAN; IF NOT PLEASE SEE A CAROLINA CENTER STAFF MEMBER).
- COLLECTED TRASH SHOULD BE TAKEN TO THE DESIGNATED AREA JUST OUTSIDE THE CATERING ENTRANCE (SEE DIAGRAM ON BELOW). TRASH BAGS SHOULD BE TIED SHUT.

