

**Plainfield Town Hall Opera House
Post-Event Cleaning Check-List**

Organization or event name: _____

Person supervising clean-up: _____

Contact information: _____

Cleaning Date: _____ **Start Time:** _____ **Stop Time:** _____

Notes: Cleaning supplies and mop sink are located in the hall closet on the first floor. Upstairs brooms are located back stage. Use vinegar instead of soap for mopping. Rinse out mops and leave them in the sink to dry. Rinse out the mop bucket(s). Shop-vac is located in closet in kitchen. Return supplies and equipment to where they are stored. Note the need for any supplies at the bottom of the form.

Location	TASK	Check if done/ N/A if not needed
Tables and chairs	Clean any tables and chairs used Fold chairs and restack them neatly Fold tables and lean against wall away from radiators	_____ _____ _____
Balcony	Sweep stairs and floor Mop floor and stairs	_____ _____
Second Floor	Vacuum carpet on landing (and rug in Hall, if used) Roll up and return Persian rug back stage (if used) Sweep stairs and all floors Clean two bathrooms on stage Mop all floors Break down and store screen (if used)	_____ _____ _____ _____ _____ _____
First Floor	Sweep and sponge mop the hallway floor Clean the bathroom (including toilet and sink) Remove smudges, fingerprints off doors & walls Sweep and mop kitchen floor Clean kitchen sink and counters Remove items stored in the refrigerator	_____ _____ _____ _____ _____ _____
Entrance & Entryway	Sweep outside entrance of debris and dirt Sweep and sponge mop entryway floor Vacuum carpet	_____ _____ _____
Trash and Recycling	Remove all trash and recycling Put new trash bags in trash receptacles	_____ _____

Make comments or note if any supplies are needed (i.e. - paper towels, soap, toilet paper, etc.) in space below: