

# **DLS MUSEUM CLEANING CHECKLIST**

- Wipe down all tables and chairs
- Place chairs on racks and return to foyer (32 chairs per rack, 28 chairs per short rack)
- Chairs used from Bar Room to be returned to Bar
- Leave tables standing in rows in original position
- Return all round tables used to Bar Room
- All tables and chairs are to remain in the building. Do not take outside.
- Return the stage to original location if moved
- Sweep all floors
- Mop all spills
- Vacuum carpet around dance floor and on stage
- ALL decorations to be taken down and removed from building
- NO TACKS, NAILS, TAPE OR STAPLES ALLOWED ON WALLS OR CEILING
- Any logging show dishware, flatware, cups, coffee pots, etc. must be cleaned and returned to appropriate cupboards
- Wipe down all counters and in kitchen and all spills ,drips etc. on cupboards
- Rinse out kitchen sink, wipe down stove and oven. Remove all food particles
- Put all garbage in sealed liners and throw away in dumpster located behind museum. Liners provided
- Clean all messes and garbage left outside building (including parking area)

**Failure to comply with DLS Cleaning contract procedures may result in loss of part or all of damage deposit.**

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User Name