

# EVENT CLEANING CHECKLIST

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## PRE EVENT CLEANING

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- Declutter your bathroom
- Change and wash bath mats, towels, and washcloths
- Restock toilet paper.
- Wipe down the bathroom
- Light a scented candle or use a room spray
- Wash pots and food prep dishes and put them away
- Wipe down kitchen counters, sink, and stovetop.
- Put the trash out and recycle
- Place trash and recycling bins where guests can easily access them
- Sweep the bathroom and kitchen.
- Remove clutter from any areas where your guests will be hanging out.
- Clear off coffee tables and end tables.
- Put TV remotes away and stack books and mags elsewhere
- Set out coasters.
- Establish a tidy spot for guests' belongings.

## DURING EVENT MAINTENANCE

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- Make sure the garbage cans are always empty
- Plan for any type of maintenance emergencies
- Keep the bathrooms well-stocked at all times
- Ensure that your restrooms are clean and odor-free
- Keep the floor clean and clear of debris
- Plan for any cleaning emergency

## POST EVENT CLEANING

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- Empty the garbage cans
- Bag the trash and remove it from the premises
- Wipe down counters and sinks
- Replace all the liners
- Spot Clean Sticky Stains
- Clean guest fingerprints off mirrors and windows
- Collect the debris
- Vacuum and mop the floors
- Wipe down tables and chairs
- Fold up and put away the tables and chairs
- Clean barbecue grill and outdoor kitchen
- Take care of remaining residue from the catering
- Remove all of your decorations
- Hose down the patio
- Hand-wash large pieces
- Clean the doors