

AFTER EVENT CHECKLIST

Failure to complete the After Event Checklist with the Amenities Manager will result in forfeiting your deposit.

Temporary Event Code ____ Add ____ Delete	YES	NO	AM INITIALS
Remove all items brought into the amenity areas (decorations, food, equipment, personal belongings, etc.).			
All Floors (pavilion, restrooms, showers, storage room, aprons, walkways, handicap parking area) – Blow and mop, as needed.			
Tables and Benches cleaned and returned to their original position.			
All trash and debris must be removed. Clean trash cans as needed. Replace trash can liners.			
RESTROOMS - must be cleaned of all trash and debris. Clean and sanitize all sinks, toilets, and mirrors.			
SHOWERS -. must be cleaned of all trash and debris. Clean and sanitize.			
GRILL AREA – If a propane grill is used, the grill must be cleaned and the cover replaced when cooled. The areas surrounding the grill must be cleaned of food, grease, and other debris. Propane gas must be turned off.			
FIRE PIT - If fire pit is used, wipe off and replace the cover when cooled. Propane gas must be turned off.			
PARKING AREAS – blow and clean as needed.			
KITCHEN (for future use) 1. Kitchen clear of all personal items. 2. Appliances cleaned and turned off. 3. Coffee Pots cleaned out and burners turned off. 4. Counters completely cleared of debris, cleaned and wiped with disinfectant. 5. All dishes and utensils must be washed, dried and returned to original locations. 6. All trash must be removed and all trash cans cleaned and liners replaced.			
NOTES: Issues and Damages:			

POA Member’s Signature _____ Date & Time _____

Amenities Manager’s Signature _____ Date & Time _____