



VESPERMAN
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VESPERMAN FARMS EMPLOYEES

Event tear down, clean up and set up

Last Updated: May 2020

Use this checklist for tear down, clean up and set up between events. Please initial and date when the task is completed. Morgan, Kyle, or Brianne will initial when the task has been checked and confirmed complete.

TEAR DOWN & CLEAN UP

TASK	COMPLETED		CHECKED
	Initials	Date	
Remove tablecloths and put in laundry bags (put bags on the floor by totes)			
Sweep entire barn floor (after folding up chairs and placing them on tabletops)			
Run floor cleaner over entire barn floor Directions: Put hot water and detergent in left side holder. Before starting make sure settings are on green button (water and suction). To begin, pull both handles and push red button, hold handles down. Change water after half of the floor is clean.			
Clean bathrooms Clean toilets, clean sinks, wipe mirrors, empty trash bags, sweep and mop floors, refill toilet paper and paper towels, refill soap dispensers, refill restock bins under sinks			
Sweep and mop bathroom hallway			
Take garbage/recyclables out to dumpster			
Check windows and clean if necessary			
Dust up any cobwebs (if necessary)			
Clean up bar area Wipe down bar top and all countertops, throw away trash and empty trash, clean up coffee maker, restock cooler and cups and napkins, sweep and mop floors			

Clean bridal suite Wipe down countertops and tables, take out trash, sweep and mop floors, restock cooler			
Pick up outside Pick up trash in parking lot, ceremony space, zip line area, and walkway to ceremony space Empty cigarette ashtrays Wipe off tables under tent (if applicable)			

SET UP

TASK	COMPLETED		CHECKED
	Initials	Date	
Set up barn according to event design (see door of mop room for all room designs)			
Wipe down high chairs and booster seats and set out in barn area (wherever there is room)			
Set up and wipe down chairs			
Set up ceremony space (if applicable)			
Put on tablecloths (ensure they are hanging straight and even)			
Put skirting on applicable tables			
Put fitted tablecloths on buffet			
Set up special items (e.g. spools, podium) (if applicable)			
Set out two trashcans for decorating party (if setting up for a wedding)			
Roll silverware (see buffet checklist in kitchen for amount)			
Set out trash and recycling bin			
Set up for rehearsal dinner (if applicable)			

MONTHLY CLEANING LIST

TASK	COMPLETED		CHECKED
	Initials	Date	
Take down cobwebs (with broom)			
Take down cobwebs on hanging bulb lights			
Clean windows (sweep up flies, dead bugs in windows)			
Dust security lights, fire alarms, fire extinguishers			
Dust lights			