**EVENT TEAR DOWN, CLEAN UP, and SET UP**

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**

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| --- | --- | --- | --- |
| **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**

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| **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**

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| **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 |  |  |  |