



Town Hall/Pavilion Cleanup Checklist

The following is a guide to assist you with the cleanup requirements. Following the event or the day after the event, complete the checklist below and return to the Town Clerk along with the key.

- ___ 1. Wipe tables and return to their original location
- ___ 2. Wipe chairs clean and return to their original location
- ___ 3. Clean bathrooms and sweep floors
- ___ 4. Remove all food and beverages
- ___ 5. Pack up all inside and outside garbage
- ___ 6. Clean dishes and utensils and return to proper location
- ___ 7. Clean sinks and countertops
- ___ 8. Clean stove and appliances (inside and out)
- ___ 9. Clean up outside smoking area
- ___ 10. Sweep floors, vacuum and wipe any spills
- ___ 11. Remove all garbage from premises (*make arrangement with recycle attendant to open trash/recycle bins prior to the event date*)
- ___ 12. Clean up outside Pavilion area if applicable
- ___ 13. Lights out and doors locked
- ___ 14. Return completed checklist and key to Town Clerk no later than 11am following event date