

## EVENT CLEANING CHECKLIST

- Put away all chairs and equipment in storage cupboards. ☐
- Sweep gallery floors especially after events with food ☐
- Mop drink spills on gallery floors ☐
- Clean all glassware in dishwasher/steriliser ☐
- Put away all clean glassware in cupboards and trolleys. Separate tumblers and wine glasses into trays. ☐
- Wipe benches and sink with disinfectant ☐
- Empty bins and take rubbish to skip bins ☐
- Replace bin liners ☐
- Ensure fridge temperature is returned to 4 ☐