

Ultimate Light Mission End of Event Checklist

Leave the facility as clean and organized as you found it, and make sure all utilities are turned off. Failure to do so will incur an additional fee of \$50-\$300 depending on the amount of cleaning work or additional energy/water expenses, as well as potentially losing future booking privileges.

- Remind attendees to pick up all of their personal belongings and any trash lying around.
- Put away chairs into the chair storage closet (unless prior arrangements had been made).
- If any of the furniture (couches, side tables, high-backed chairs, etc.) had been moved, move it back to their original location.
- If blankets had been used, roll them up in the same way that you found them before putting them into the blanket cubby.
- Verify all overhead and space heaters/coolers are off. If you cannot figure out how to turn the overhead heater off, set it to 55° and message Shelley. This is imperative to keep rental prices as low as they are.
- Verify that no windows were opened/unlocked, including kitchen and back rooms.
- Verify all faucets in the bathrooms and the kitchen are off.
- All dishes & kitchen items used must be cleaned and properly put away.
- Any dirty towels, tablecloths & linens should be put in the bin between the refrigerator and the dishwasher.
- Empty all trash cans (main room, kitchen, hallways, bathrooms, outdoor) and place bags in the green dumpster.
- Sweep the floors.
- Verify all light switches are off.
- Verify all doors are locked before exiting.

Contact Shelley Evans directly if any concerns or issues arise: 928.719.0020