

Ponderay Events Center

Cleaning Check List

- Put all linens and used dish towels in laundry bags.
- Wipe down and put away all tables and chairs.
- Empty and rinse coffee pots. Wipe down.
- Empty refrigerator and freezer. Clean if necessary.
- Wash, dry, and put away all dishes, utensils, pots and pans. Put utensils back in correct bins. Make sure to inspect dishes as you go.
- Clean all counters, and stove area. Wipe down all appliances. If needed, start the self-clean cycles on stoves.
- Empty screens, drain and turn off dishwasher.
- Empty garbage in Events Center and restrooms. Place garbage in compacting dumpster downstairs, outside.
- Check restrooms and clean any unusually dirty conditions.
- Sweep and mop kitchen and Events Center floors. Dust mop and wet mop are located in the cleaning closet directly across the hall from the Events Center.
- If hallways and entry areas are dirty (i.e. confetti, crumbs, mud, etc.) please clean.
- If used, turn wireless microphone off and return to drawer. Make sure audio system is turned off.
- Turn off all lights inside Events Center and hallways.
- Make sure all outside doors are closed upon leaving.
- Check parking lot for any garbage or messes.

If at any time you are unable to complete the cleaning and would like to add Cleaning Service to your reservation, please call us at either number below as soon as possible.

Venue will be inspected after each event. If we determine that cleaning wasn't completed or not acceptable, a cleaning fee of \$150.00 will need to be charged to the credit card given in your contract.

Linens will be counted following each event. A loss fee of \$20.00 will be charged for each missing tablecloth and \$5.00 for each missing napkin.

If you have any problems or have a question about cleaning procedures, please feel free to call the Events Center Management at: **(208) 255-6671** or **(208) 304-5151**