

Keeper's Galley and The Barn Cleaning Checklist

Please ensure that Patron or caterer initials the following tasks completed. Failure to complete all the items prior to departure will result in additional cleaning fees for the Patron.

Venue: Keeper's Galley The Barn

Patron Name: _____ Event Date: _____

Patron Signature: _____ Date: _____

Caterer Name: _____ Phone: _____

Caterer Signature: _____ Date: _____

<i>Area</i>	<i>Specifics</i>	<i>Initials</i>
Kitchen	<ul style="list-style-type: none"> • Wipe down and sanitize all tabletop surfaces • Wipe down any spills/splashes on the surrounding areas: walls, refrigerator, racks, shelves • Remove all trash from kitchen area to dumpster in parking lot • Remove any debris from sink, clean, and sanitize • Wipe down interior and exterior of trash cans • Clean/mop floor of any debris and spills • If dishes/glasses/etc. rented from 3rd party vendor, stage outside of kitchen service area on sidewalk for pick up • All leftover foods, cakes, cupcakes must be boxed by the Caterer for the Patron to remove from premises at the end of the event 	
Refrigerator	<ul style="list-style-type: none"> • Empty all food, containers, beverages brought by the client 	
Ice Maker	<ul style="list-style-type: none"> • Return all ice containers to shelf next to ice maker • Return ice scoop to holder on side of machine 	
Event Area	<ul style="list-style-type: none"> • Clear area of all plates, cups, glassware, silverware, bottles • Bus all tables and remove all trash from floors and any surrounding areas • Mop any spills from the floor • Remove all personal belongings from premises by end of event 	
Indoor Bar	<ul style="list-style-type: none"> • Gather all leftover beverages and remove from premises • Empty all ice from bar wells • Empty water bins under the bar wells • Wipe down bar of all spills and debris • Clean cutting boards • Return rolling bar cart to kitchen 	
Courtyard/Outdoor Areas	<ul style="list-style-type: none"> • Clear area of all plates, cups, glassware, silverware, bottles • Bus all tables and remove all trash from grounds • Remove all personal belongings from premises by end of event 	
Trash	<ul style="list-style-type: none"> • Remove all trash from kitchen, event areas, get ready suite, loft and deposit in the dumpster in parking lot 	
Get Ready Suite/Loft Area	<ul style="list-style-type: none"> • Remove all personal belongings from premises by end of event • Remove all trash, empty bottles, food items and dispose to dumpster 	

<i>For Internal Use Only</i>	
Staff Signature: _____	Date: _____
Comments: _____	