



### TEAR-DOWN CHECKLIST

The SMILE Station is a community space. In order to keep the Station affordable and available for everyone, we count on our clients to leave the Station as they found it. If your organization *paid* a cleaning fee, **YOU ARE REQUIRED to complete the following TEAR-DOWN CHECKLIST prior to the end of your rental period.** These items must be done to allow the cleaning staff to clean the building.

✓ **PLEASE CHECK OFF** each item completed and print and sign your name below.

#### DISPOSE OF GARBAGE & TRASH -

- **ALL FOOD WASTE MUST BE BAGGED!** Place all food waste trash in trash bags and then dispose of it in the large trash container on the north side of the building in the garbage enclosure. The key to the garbage enclosure is hanging from a blue lanyard inside the SMILE kitchen. To lock and unlock the doors the handle must be aligned with the red line (mark) on the door [See attached photo]. Insert key and turn then lift up on the handle.
- **DO NOT USE THE GREEN BIN** as it is for lawn trimmings only.
- **ONLY RECYCLABLE ITEMS IN THE BLUE BIN.** If your recycling items will not fit in the blue bin, *you must take them with you when you leave.*

**REMOVE PERSONAL PROPERTY** - Remove all belongings from the property. This includes food, paper products, packaging, decor, and personal belongings. **DO NOT LEAVE ANYTHING BEHIND.**

**TABLES & CHAIRS** - Return all chairs and tables to their original location. Stack rectangular tables behind the south interior kitchen door. Return round tables to the nook by the restrooms.

**KITCHEN EQUIPMENT** - Wipe down/clean and return any equipment/kitchen supplies used to their original location/shelves.

**REMOVE ALL TRASH/DECOR FROM THE OUTDOOR GROUNDS.** This includes cans/bottles, cups, cigarette butts, confetti, etc.

**LINENS** - If you have reserved linens for your event, place any used linens in the cloth linen bags or white garbage bags and leave them in the kitchen next to the sink

**LOCK UP** - Turn off lights and lock the doors (including the side door).

I, \_\_\_\_\_ have completed all tasks on this list.  
(PRINT NAME)

\_\_\_\_\_  
(TIME COMPLETED) (SIGNATURE)

#### BEFORE YOU LEAVE!

Notify us of your departure by texting: the reservation last name and “DEPARTED” to 503-502-4056

*We sincerely appreciate your business and support. Thank you for hosting your event here at SMILE Station!*

*Please let us know if we are low on supplies and/or give us feedback to make this space and experience better.*

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