



### BASIC CLEANING 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 did not pay a cleaning fee, **YOU ARE REQUIRED to complete the following checklist prior to the end of your rental period. PLEASE CHECK OFF each item completed and print and sign your name below.**

|                                     |  |                                     |  |
|-------------------------------------|--|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <b>KITCHEN</b>   | <input checked="" type="checkbox"/> | <b>RESTROOMS</b>   |
| ___                                 | REMOVE YOUR FOOD BEVERAGE ITEMS. All food and beverages related items brought in for your event have been removed from the refrigerator and premises. DO NOT LEAVE ANYTHING BEHIND.  | ___                                 | <b>BAG ALL BATHROOM TRASH</b> and place inside designated area trash receptacles on the north of the building and <b>line the cans with new bags.</b> (New bags located in kitchen cupboard) |
| ___                                 | Wipe down countertops and other surfaces.<br>Wipe down sinks. No food or coffee grounds should be left behind.   | ___                                 | Check toilet stalls for toilet messes and wipe down toilet rings & seats. Use toilet brush to quickly clean the bowls, if needed.  |
| ___                                 | Clean up any refrigerator spills and make sure doors are securely closed.  | ___                                 | Sweep floors. Mop or wipe up any messes. (DO NOT use bleach on floors)   |
| ___                                 | Sweep floor. Mop or wipe up any spills or sticky messes. (DO NOT use bleach on floors)   | <input checked="" type="checkbox"/> | <b>MAIN ROOM</b>   |
| ___                                 | Clean all equipment, appliances, and supplies used and return them to their original boxes/shelves.  | ___                                 | Clean off and break down all tables and chairs used and return them to their ORIGINAL LOCATIONS.   |
| ___                                 | Place all dirty linens (rags) in the canvas bags in the kitchen. Please use multiple bags so they don't become too heavy!  | ___                                 | <b>SWEEP</b> (mop if needed) <b>ALL FLOORS</b> (Do not use bleach on floors).  |
| <input checked="" type="checkbox"/> | <b>ALL LOCATIONS</b>   |                                     |  |
| ___                                 | Bag all trash and place inside designated area trash receptacles on the north side of the building in the trash enclosure and <b>line the cans with new bags.</b> (New bags located in the kitchen cupboard). <b>NO EXCESSIVE TRASH or RECYCLING CAN BE LEFT IN THE ENCLOSURE.</b> |                                     |  |
| ___                                 | REMOVE ALL PERSONAL BELONGINGS AND DECOR - THIS INCLUDES COFFEE SUPPLIES AND PAPER PRODUCTS. LEAVE NOTHING!  |                                     |  |
| ___                                 | Check the grounds outside for any items left by guests.  |                                     |  |
| ___                                 | Turn off lights (kitchen, bathroom, main room) and check that the side door is closed and locked.  |                                     |  |

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

**BEFORE YOU LEAVE! Notify your host 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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