



FULL 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 you or 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.**

☒	KITCHEN	☒	RESTROOMS
___	REMOVE YOUR FOOD/ BEVERAGE ITEMS. All food and beverage related items brought in for your event must be removed from the refrigerator and premises. DO NOT LEAVE ANYTHING BEHIND.	___	Bag all trash bathroom trash and place inside designated area trash receptacles on the north of the building and line the cans with new bags. (New bags located in kitchen cupboard)
___	Wipe down countertops, stove top (if used) and other surfaces.	___	Check toilet stalls for toilet messes and wipe down toilet rings and seats and urinal. (Use toilet brushes)
___	Wipe down sinks. No food or coffee grounds should be left behind.	___	Wipe down mirrors and sinks.
___	Clean up any refrigerator spills and make sure doors are securely closed.	___	Sweep and mop the floors. Mop or wipe up any messes. (DO NOT use bleach on floors)
___	Sweep and mop the floor. Mop or wipe up any spills or sticky messes. (DO NOT use bleach on floors)	☒	MAIN ROOM
___	Clean all equipment, appliances, and supplies used and return them to their original boxes/shelves.	___	Clean off, wipe down and break down all tables and chairs used and return them to their original locations.
___	Place all dirty linens in the canvas bags in the kitchen. Please use multiple bags so they don't become too heavy!	___	Sweep and mop the floors. (Do not use bleach on floors).
☒	ALL LOCATIONS		
___	Bag all trash and place inside designated area trash receptacles on the north side of the building in the trash enclosure and line the cans with new bags. (New bags located in the kitchen cupboard). NO EXCESSIVE TRASH or RECYCLING CAN BE LEFT IN THE ENCLOSURE.		
___	REMOVE ALL PERSONAL BELONGINGS AND DECORATIONS - If you brought it in, take it out!		
___	Check the outside grounds for discarded trash and cigarette butts.		
___	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)
(EVENT DATE) _____ **TURN THIS FORM OVER!!!!**

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.
