

Gadsden State Cherokee Center and Arena

Event Cleanup Instructions

If a lessee chooses to self-clean the facilities after an event, the lessee is responsible for the following:

1. **Inspecting the leased area(s) prior to the event** to identify any areas that have been left unclean or in disrepair. Report any findings to the booking manager prior to the event. Otherwise, the lessee shall be responsible for the cleanup and repair.
2. **Cleaning the leased area(s) to standards** specified on the cleaning checklist. Complete the check-list, sign, and return to the booking manager/drop box.

Instructions:

Cleaning supplies, equipment, and trash bags are located in the closet near the kitchen. Toilet paper and paper towel refills are on the top shelf. The key to the dispensers is hanging on the nail under the shelf. Return dispenser key after each use. Wash the mop after each use and hang to drip dry.

- Empty trash cans.
 - Place bags in rolling garbage bin and roll to back door of the arena. Transfer garbage bags to the dumpster.
 - Do NOT carry leaky bags across the floors.
 - Do NOT take trash cans/rolling garbage bin outside and roll across pavement (it marks up the wheels and in turn will mark up the facility floor).
 - Wash/dry trash cans if needed before relining.
 - Place clean bags in cans.
- Check the wall/floor area around trash can for splashes/stains. Clean/wipe as needed.
- Clean all restrooms: clean, disinfect, flush, and place sanitizer in the toilet bowl.
- Refill toilet tissue and paper towels as needed.
- Clean mirrors and sinks.
- Sweep all areas used during your event.
- Mop floors thoroughly. Remove all spills/stains.
- Remove all black shoe marks on floors.
- Wipe all counters, tables, arena seats.
- Reorder tables/chairs as needed.
- Clean showers, toilets, lockers, sinks, and benches in locker rooms.
- Kitchen/cooking equipment cleaned as directed:
 - Hobart Dishwasher
 - Ice Maker
 - Vulcan Griddle
 - Vulcan Food Warmer
 - Vulcan Electric Fryer (Oil must be removed from premises by renter/user)
 - Refrigerators
 - Freezer
 - Stove/Oven
 - Countertops, tables, and sinks cleaned and sanitized
 - Floors swept/mopped
 - Trash emptied
 - Trash cans relined

Cleaning Checklist

(Lessee must complete and return this sheet to booking manager after the event)

Cherokee Arena

- Trash emptied
- Trash cans relined
- Gym floors (mats) swept/mopped
- Concourse, stairs, areas under seats – swept and mopped
- Seats wiped/cleaned

Concessions

- Trash emptied
- Trash cans relined
- Floors swept/mopped
- Counters and sink cleaned and sanitized
- Equipment used during event cleaned

Restrooms

- Trash emptied
- Trash cans relined
- Floors swept/mopped
- Toilets cleaned, disinfected, flushed, and sanitizer placed in bowl
- Paper towels/tissue restocked as needed
- Mirrors cleaned

Community/Hospitality Room(s)

- Trash emptied
- Trash cans relined
- Floors swept/mopped
- Tables and chairs cleaned/wiped
- Chairs reordered around tables/walls

Kitchen

Cooking equipment cleaned as directed:

- Hobart Dishwasher
- Ice Maker
- Vulcan Griddle
- Vulcan Food Warmer
- Vulcan Electric Fryer (Oil must be removed from premises by renter/user)
- Refrigerators
- Freezer
- Stove/Oven
- Countertops, tables, and sinks cleaned and sanitized
- Floors swept/mopped
- Trash emptied
- Trash cans relined

Locker/Coaches Rooms

- Trash emptied
- Trash cans relined
- Floors swept/mopped
- Showers, toilets, dressing areas cleaned/sanitized
- Lockers checked for items left by players and cleaned if needed

POST EVENT:

All areas have been cleaned to standard and inspected. I understand that if the booking manager finds areas have not been cleaned to standard, my organization is responsible for cleanup within 24 hours of notification or payment of costs incurred to hire a professional cleaning service.

Signature of Lessee: _____

Date: _____

Reviewed by Booking Manager: _____

Date: _____