Event venue cleaning: what we clean before, during and after

Use one copy per event and tick each area as it is cleaned or reset.

Venue _____ **Event** _____

Checked by _____ **Date** _____

Before doors open

- ☐ Lobby and entrances: litter picked up, glass and floor cleaned
- ☐ Seats and tables wiped
- ☐ Aisles cleaned where spills collect
- ☐ Restrooms cleaned before guests arrive
- ☐ Suites, patios and stage floors (if in use)

While guests are in

- ☐ Porter cleaning guest spaces
- ☐ Restrooms looked after through the event
- ☐ Waste bins emptied before they fill

Restrooms

- ☐ Fixtures, counters and mirrors
- ☐ Floors cleaned
- ☐ Paper and soap restocked from our stock or the venue's

After the last guest

- ☐ Litter picked up
- ☐ Floors swept and mopped
- ☐ Tables wiped
- ☐ Restrooms reset for the next booking
- ☐ Bar and catering areas reset
- ☐ Waste taken to the venue's waste area

Suites, patios and backstage

- ☐ Suite surfaces cleaned to suit their finishes
- ☐ Patio tables, seating and paving
- ☐ Stage and backstage floors swept and cleaned

Between events

- [ ] Offices, backstage rooms and staff restrooms on recurring visits
- [ ] Floor care booked for a quiet stretch of the calendar
- [ ] Guest dining areas cleaned along with the rest of the venue
- [ ] Back-to-back bookings: one event's cleanup and the next setup as one job
- [ ] Food-contact surfaces done in the venue's written sequence

Notes