



LCCC Post-Use Checklist

To be completed by Lead Contact Person post-event and prior to leaving.

Date of Event: _____ Event Lead Contact Person: _____

Items to Address	Closed/Cleaned/Shut Off (initial when done)	Areas of Concern
Kitchen:		
Countertops - wiped down and cleared off		
Stove/Oven - cleaned and turned off		
Convection Oven - cleaned and turn off		
Sinks - left empty and cleaned out		
Dishwasher (sanitizes only – not a regular dishwasher)		
Dishes - cleaned, dried and put away		
Lights - turned off		
Trash - emptied and bags taken to dumpster out back		
Recyclable Bin - emptied and bags taken to “cardboard only” dumpster out back		
Floors - vaccum/mop any visible mess		
Wastebaskets - emptied if used		
Microwave - left clean inside		
Serving Cart - wiped off if used		
Hand Towels - thrown in bin under sink if used		
Coffee Maker - empty grounds and clean pot		
Refrigerator/Freezer -closed tight		
All leftover food should be removed and not stored on property		
Pots/Pans - washed, dried and rehung or replaced where found		
Utensils - washed, dried and put away		
Walls - wiped down if needed (splatter)		
Windows - shades drawn if opened		

Items to Address	Closed/Cleaned/Shut Off (initial when done)	Areas of Concern
Multi-Purpose Room:		
Athletic Equipment - put away where originated		
Tables - cleared and wiped down		
Chairs - cleaned and wiped down		
Carpeting - vaccum any visible mess made		
Lights - turned off		
Windows - shades drawn if opened		
Walls - remove anything hung for event		
Great Room:		
Fireplace - fire properly doused and gas turned off		
Carpeting - vaccum any visible mess made		
Furniture - clean any stains, crumbs or other mess made		
Reception Area - <i>PLEASE DO NOT TOUCH THIS AREA DURING EVENTS</i>		
Lights - turned off		
Windows - shades drawn if opened		
Walls - remove anything hung for event		
Lower Level: Meeting Rooms 1 & 2:		
Carpeting - vaccum any visible mess made		
Lights - turned off		
Tables - cleared and wiped down		
Chairs - cleaned and wiped down		
Trash - emptied and bags taken to dumpster		
Walls - remove anything hung for event		
Doors - please close if door was closed upon arrival		
Lower Level: Crafting Room:		
Floors - vaccum/mop any visible mess		
Lights - turned off		
Tables - cleared and wiped down		
Chairs - cleaned and wiped down		
Trash - emptied and bags taken to dumpster		
Recyclable Bin - emptied and bags taken to "cardboard only" dumpster out back		
Walls - remove anything hung for event		
Doors - please close if door was closed upon arrival		

Items to Address	Closed/Cleaned/Shut Off (initial when done)	Areas of Concern
General:		
All Bathrooms - cleaned if used and trash emptied		
Front and Back Entry Doors Locked		
ALL TRASH/RECYCLE BINS MUST BE EMPTIED AND BAGS BROUGHT TO DUMPSTERS BEHIND THE BUILDING (Dumpsters Located Inside Fence)		
Miscellaneous:		
Elevator - left empty		
If any kitchen supplies (like utensils) are broken or used up (like provided spices), please leave these on the counter to be found and replaced		
Items stored in the freezers and fridge are not to be used unless signage or writing on package indicated that it is for public use		
Other:		

Pre-event Signatures:

_____ (Facility Manager) _____ (Lessee)

Post Event Signatures:

_____ (Facility Manager) _____ (Lessee)