



FRCC Events Clean Up Checklist

After your event has ended and before you leave the FRCC campus, all of the following tasks should be completed by your group:

- _____ All tables and counters should be wiped down
- _____ All tables and chairs should be put away
- _____ Floor should be swept
- _____ All decorations, balloons, signs, and tape should be removed
- _____ All food items should be removed from refrigerator, kitchen and event space
- _____ Empty any trash cans (front, back) that you and/or your guests used
- _____ All trash should be removed and placed in the dumpsters outside
- _____ Bathrooms should be picked up and trash removed to dumpsters
- _____ Check that the space is ready for the next renter
- _____ If your event was outdoors, and you're the last people on campus, be sure the gate is closed (not locked) upon leaving

Cleaning supplies are available in the custodial cabinet in the hallway. You are welcome to use them. Please return them when finished cleaning.

Please send a text to 916.899.9429 with your name/group name and that you are leaving the campus and your event is complete.