

## AFTER PARTY CHECK LIST

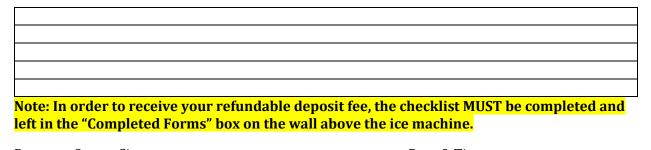
## <u> Main Room & Deck</u>

- All Personal items removed from Community Center
- Carpet Vacuumed
- Hard Floors Swept (Mopped if Needed)
- Tables and Chairs returned to their original position or returned to storage closet
- Free of Trash & Debris
- Audio/Visual Equipment Turned Off
- Used tablecloths have been left on the counter in the kitchen

## <u>Kitchen</u>

- Refrigerator Cleaned Out (Food, Condiments & Drinks)
- Kitchen clear of all personal items
- Appliances cleaned and turned off
- Coffee Pots cleaned out and burners turned off (Do not turn off main unit)
- Counters completely clear of debris and cleaned off
- Dishes washed or put in dishwasher; dishwasher turned on (housekeeping will put away)
- Floors swept and mopped
- All trash taken out to the dumpster
- All trash can liners replaced

## NOTED ISSUES:



 Property Owner Signature \_\_\_\_\_\_ Date & Time\_\_\_\_\_

 MAM Representative Signature \_\_\_\_\_\_ Date & Time\_\_\_\_\_

Revised 1/2023