Event venue cleaning: what we clean

Tour the venue with your events lead and check off rooms and visits per booking.

Venue _____ **Address** _____

Walked by _____ **Date** _____

Before guests arrive

- ☐ Ceremony and reception spaces
- ☐ Banquet-room floors
- ☐ Seating areas
- ☐ Entrances
- ☐ Public restrooms
- ☐ Load-in and setup times: _____

During the event

- ☐ Porter restroom touch-ups
- ☐ Routine waste collection
- ☐ Lobby and concourse surfaces where made available
- ☐ Entrances kept in order while guests are on site

After the event

- ☐ Waste cleared once guests and vendors are out
- ☐ Restrooms reset
- ☐ Ballroom, lobby and backstage floors swept and mopped
- ☐ Corridor floors
- ☐ Overnight turnaround for a next-morning booking

Room types by venue

- ☐ Dressing rooms ready for a wedding party
- ☐ Breakout rooms reset between conference sessions
- ☐ Restrooms kept up across a long conference day

Patios and outdoor areas

- ☐ Litter pickup around patios and lawn edges
- ☐ Surface cleaning matched to the paving
- ☐ Parking areas swept after a large crowd through exterior services

Season plan and floors

- ☐ Booked dates with guest count and rooms used: _____
- ☐ Porter coverage wanted per date
- ☐ Recurring clean in quiet weeks for tours
- ☐ Dance floors, banquet carpet and lobby tile on periodic floor care

Notes