Clean-Up Guidelines/Inspection Checklist for Use of Bechtel I-Center Rooms

Groups holding events at the I-Center are responsible for completing all the duties listed below and for notifying the I-Center host or upstairs front desk staff-person when the event has concluded so the host or staff-person can inspect the rooms used.

Keep in mind that while the I-Center host and staff are available to give information concerning clean-up and putting items away, it is NOT their responsibility to aid in the actual clean-up. Extra garbage bags, mops, and brooms can be found in the cupboard in the area near the kitchen door, between the kitchen and English room. Scrubs, sponges, and cleaners may be found in the large kitchen. A large dumpster is located outside the building behind the large kitchen.

If you have any questions, please check with the attending Host or upstairs front desk staff-person. After you have gone through this list to make sure the space used by your group has been cleaned and put back in order, ask the I-Center host or upstairs front desk staff to sign the bottom of this form to verify that the room has been left clean.

- **TABLES AND CHAIRS**: Groups are responsible for setting up and putting away tables and chairs. Interior furniture may not be removed from the building for outdoor use, nor may it be moved from room to room. All tables and chairs must be clean. Tables must be wiped clean of any food or drink. Even if a work order has been placed, you MUST wipe the tabletops clean and if you have used the Assembly Room, the chairs and tables in that room MUST be put away.

- **FLOORS**: All floors of the rooms or area used must be CLEAN. Floors must be swept, vacuumed, and mopped if necessary unless your group has arranged for a work order to be submitted.

- **GARBAGE**: Empty wastebaskets and garbage cans unless you have arranged for a work order to be submitted. All garbage must be placed in the dumpster (located outside the building behind the large kitchen.) Recycle bins must be used only for recyclable items.

- **KITCHEN**: All counters should be wiped clean. Usually I-Center utensils, pots & pans, dishes, and silverware are not available to outside groups, but if they have been made available for your use, they must be washed, dried, and put away in the proper cupboards in the kitchen. This includes any coffee makers or other utensils used for an event. Be sure to lock the cupboards and drawer. NO KITCHEN ITEMS, OR ANY OTHER I-CENTER EQUIPMENT MAY BE TAKEN OFF THE PREMISES.

- **LEFTOVER FOOD**: Do NOT leave leftover food in the refrigerator or anywhere else at the I-Center.

- **DECORATIONS**: All decorations that have been put up for your event must be removed and discarded or taken away. Please do not pin up anything to walls or ceilings, use only tape!

- **EQUIPMENT**: All I-Center equipment must be left in good working order.

Name of Group____________________________ Date and time of event____________________
Room(s) used______________________________________________________
Person responsible for event__________________________

_I have inspected all the items listed on this form and verify that the clean-up guidelines have been followed._

I-Center Host__________________________
(Signature) (Printed Name)