



## **CLEAN UP CHECKLIST**

The following checklist that will be used to evaluate the state of the Intelliplex Conference Center facility after your event has concluded before your deposit is refunded. Be sure that all items are completed before you leave the facility and/or other arrangements have been made and agreed upon with the City of Shelbyville Intelliplex Conference Center Facilities Manager

- Trash:** All trash must be gathered up by users and placed in appropriate receptacles.
- Main Hall/Theater Room:** If any type of food or drink is served, all tables should be wiped down. Tables and chairs should be returned to their original places.
- Kitchen:** If using counters and/or the sink area, appliances, etc. All should be wiped down and cleaned to the level the kitchen was left at the beginning of the event.
- Classrooms:** Floors should be free of trash, all chairs and floors checked for miscellaneous items left behind. All chairs must be returned to how they were setup at the beginning of the event.
- Main Lobbies:** The lobby areas should be free of trash. The lobby trash cans should be emptied.
- Bathrooms:** The bathroom sinks, mirrors, and stalls should be left in the condition they were found at the beginning of the event.