

Barn at the Lucky Farm

Clean up Checklist

Before Leaving the venue, please make sure all items are checked and signed off at the bottom and leave the completed checklist hanging in the kitchen.

Kitchen

- All surfaces and the sink area should be cleared, wiped down and sanitized. This includes wiping spills/grease from the front of cabinets.
- Floors swept and mopped where needed. Brooms / mops are located in the kitchen storage room.
- Return all Barn at the Lucky Farm utensils to proper spaces.
- Remove all food from the kitchen.
- Remove all trash bags.
- Put new trash bags in the trash can. Bags are in the kitchen storage room. FYI there are two sizes of trash bags. These are labeled to help determine which are large for large trash cans and small bags for small trash cans.

Main Event Space

- Remove all decor, florals and accessories that you may have brought in. Remove any tape or command strips that may have been used for decorations.
- Remove any table linens provided by Barn at the Lucky Farm and leave in the dirty linen tub in the back storage room behind lighted curtains.
- Wipe all tables and chairs with damp cloth. Cloths can be found under the sink in the kitchen.
- Remove all trash and place it in the dumpster out the main door to the left.
- Put new trash bags in trash cans. Bags are in the kitchen storage room. FYI there are two sizes of trash bags. These are labeled to help determine which are large for large trash cans and small bags for small trash cans.
- Sweep and mop any spills on the main event room floor.

Restrooms / Bride Room / Groom Room

- Clean all sink areas.
- Clean any excessive soiling of restrooms by your guests (including on floors) this includes any bodily fluids left behind.
- Sweep and mop.
- Remove all trash
- Put new trash bags in trash cans.

Patio / Front Area / Parking Lot

- Any litter left outside should be picked up and put into the dumpster.
- If mess is left on the patio please sweep.

Signature

Date

Barn at the Lucky Farm

We ask that you make yourself comfortable at our place.

Please open the doors as you wish. If doors are open thermostats will be off.

We have two thermostats. Both are locked. Please contact us if you would like things changed.

Fan remotes are in the kitchen. Fans need to stay on at least low. All heat and cool air comes from the duct work above. Having the fans on helps push the heat and cool air down.

No Smoking or vaping in the building.

All children are your responsibility at all times. Please do not let them climb on the fence or the gazebo, or throw rocks and gravel.

Bride and groom rooms are for brides, grooms and adults. They are not play areas for children.

Tables and chairs are in the back storage room behind the double doors. Cleaning supplies in the storage area off the kitchen. Broom, mop, paper towels, disinfectant wipes, windex, toilet cleaner, etc.

Extra toilet paper, paper towels and any other cleaning supplies needed are in the back storage room.

Please leave the area the way you found it.

Should you have any questions or issues please call or text. 740-497-8333 or 740-497-8332

When texting please text both numbers.

Signature

Date