



The Signature Suite

Cleaning Checklist

Thank you for making sure The Signature Suite is left in the same condition as when you arrived!

Please be mindful of your check-out time, as we may have guests checking in directly following your event. Any damage should be reported to us immediately at (651) 380-0710, so that we can make the next guest's experience as pleasant as your own. You will find all the cleaning products under the kitchen sink or on the shelf behind the prep counter.

Kitchen:

- ☐ **Dishes** – Remove any food from dishware into the trash and NOT down the sink drain. Rinse all dishware, drinkware and gold/silverware. Then CAREFULLY place items in the black bins on the prep-table bottom shelf for thorough cleaning by The Signature Suite.
- ☐ **Warmers/Carafes** - Please thoroughly clean and dry all warmers and carafes so they are ready for the next guest.
- ☐ **Flooring** – Vacuum up crumbs and debris in the kitchen.
- ☐ **Refrigerator** – Empty all food and wipe down the inside of the refrigerator & freezer.
- ☐ **Appliances** – (If Used) Wipe the inside & outside of the microwave and oven, wash the coffee maker.
- ☐ **Cabinets** – Empty cabinets/storage space of any belongings.
- ☐ **Counters** – Wipe down all surfaces.

Main Room:

- ☐ **Floors** – Vacuum all hard surfaces and carpeted areas.
- ☐ **Tables & Chairs** – Wipe down all tables as well as chair frames and cushions.
- ☐ **Furniture** – Check for any stains or spills. Wipe up any spills with damp cloth (do not treat the stain) from furniture. Use the hand vac (located above the refrigerator) to pick up any food/crumbs from couches and chairs.
- ☐ **Furniture & Accessories** – Must be returned to their original position.
- ☐ **Lights** – Please turn off all lights.
- ☐ **TVs & Electronics** – Turn off electronics. Place remotes and instructions back on the rolling tv stand.



Extras:

- ☐ **Garbage** – Empty all garbage cans (including bathrooms) and replace them with new bags. Bathroom trash bags are located in the bathroom vanity. Kitchen trash bags are located under the kitchen sink. Don't forget the pull-out trash bins from the buffet counter! Please take all garbage out to the back of the building and dispose of it in the large dumpster. If you are using a caterer, please make sure they take their garbage with them, to dispose of at their own facility.
- ☐ **Lock Doors** – All doors must be locked before leaving. Please be sure to lock the back-alley door by the kitchen as well as the front door.
- ☐ **Window Shades** - Please raise the front window shades.