

## CLEAN UP CHECK LIST FOR PALLET23, LLC

Unless you chosen to pay the clean up fee, the space should be left as you found it.  
\*\* If all of the below is not completed, a clean up fee (\$250-500 depending on condition) will be deducted from your security deposit or invoiced & due next business day via credit card.

**TAKE A PICTURE OF THE SPACE UPON ARRIVAL. The space should look the same as it was found.**

\_\_\_ Wipe down any food/drink from table surfaces and/or chairs before putting away

\_\_\_ Return any items used/borrowed from Pallet23 to original place found.  
**\*No items are to be used out of kitchen cabinets or any furniture in green room/lobby moved without permission/approval from Pallet23\***

\_\_\_ If kitchen and/or utility sink was used, wipe down surfaces & sink ~ make sure no food residue

\_\_\_ Sweep floors & pick up any debris (especially food crumbs). Wet mop any liquid spills.

\_\_\_ Bathrooms ~ garbage out, any obvious messes (toilet/floor/sink) wiped up

\_\_\_ If Freezer/Refrigerator were used – any items must be removed & any spills wiped up

\_\_\_ All trash put in garbage bags & tied up. Trash & recycling should be placed in appropriate bins outside through back door (bins are just around the corner on the left)

\_\_\_ If messes/liquid in interior trash cans or recycling bins, rinse out in utility room & leave draining

\_\_\_ Any excessive trash (beyond the 6 regular garbage bags provided) may need to be disposed of by renter. Pallet23 encourages recycling. Any leftover food (excessive amounts, catering) needs to be transported off site (typically caterer does this SEE CatererFood.pdf under “forms” tab on the website).

\_\_\_ If smokers littered cigarette butts on front walkway or in back area, please dispose of

\_\_\_ Any rental items from outside vendor (tables & chairs, etc) broken down and picked up directly following your event (unless OK'd by Pallet23 to leave ~ then neatly stacked by back door).

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**IF NO PALLET23 REP is on site to help close up** (Regular/Returning Clients of Pallet23)

Additional lock up check list:

\_\_\_ IMMEDIATELY AT END TIME OF EVENT TIME (before load out starts) adjust **all 3** thermostats to 55 degrees (Heat/winter), 85 degrees (AC/summer)

\_\_\_ Make sure that kit items are back in their places

\_\_\_ Close all curtains **tightly** shut.

\_\_\_ Check all doors ~ back door, garage door, kitchen doors, front & back windows. Make sure they are all secure ~ even if you did not use them, one of your vendors or guests may have.

\_\_\_ Turn off all lights (including wall sign in foyer if used). The emergency lights in bathroom hallway stay on at all times.

\_\_\_ if you were given key for early access, leave on kitchen island & make sure front door is locked behind you. If Pallet23 is buzzing you in & out remotely, text before walking out. Pallet23 will open APP/video system & once sees you at front door, will lock door (listen for click). Tug to make sure it locked behind you.

\_\_\_ If clients used AC Delco lot, double check that they closed/secured the gate

I agree to the above terms and agree to pay the clean up fee if not completed

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**