



The Filter Building on White Rock Lake

Pre-event cleaning checklist

This full cleaning checklist should be completed immediately before the rental period begins.
Check the items after they've been sanitized.

Date: _____ Time: _____ Completed by: _____

Door handles:

- Main front door
- Three lakeside doors
- Back double doors
- Roadside door
- Storage room door
- Two catering kitchen doors
- Women's restroom door
- Men's restroom door
- Office door

Furniture to be used:

- Round tables
- High-top tables
- Rectangular tables
- Chairs

Catering kitchen:

- Faucet
- Sink
- Glass lid to thermostats

- All thermostat buttons
- Ice maker lid
- Ice maker scoop
- Remove any trash

Women's restroom:

- Faucet
- Sink
- Stall doors
- Interior stall locks
- Toilet seats
- Toilet bowls
- Toilet flush levers
- Refill soap
- Refill paper towels
- Remove any trash

Men's restroom:

- Faucet
- Sink
- Stall door
- Interior stall lock
- Toilet seat
- Toilet bowls
- Flush levers
- Refill soap

- Refill paper towels
- Remove any trash

Second floor:

- Railing in stairwell
- Thermostat
- Table top
- Arm chairs
- Mirror

Light switches:

- In main foyer
- In storage room
- In catering kitchen
- In women's restroom
- In men's restroom
- At foot of stairs
- At far end of main hall
- On second floor

Hand sanitizer stations:

- Wipe down tabletop
- Refill or replace bottles as needed