

Gunston Hall Cleanup Checklist

Please initial after completion and return to the facility coordinator for your event. If you have any questions, please let your POC know.

1. _____ Notify a Gunston Hall staff member if any stains or damages occurred to the Ann Mason Room, catering kitchen, or grounds.
2. _____ Vacuum the Ann Mason Room carpet (Oreck located in the storage room).
3. _____ All 3x3, 6ft, and 8ft tables in the Ann Mason Room, courtyard, on the grounds, and in the Visitor Center need to be brought into the rental space, broken-down, and stacked against a brick wall after the event is completed. If breakdown of the banquet tables and chairs is required, advanced notice will be given. General setup and breakdown of the ceremony chairs is done by Gunston Hall staff.
4. _____ Sweep and mop the catering kitchen. The mop is located on the side of the tall white cabinet in the kitchen and the broom is available upon request.
5. _____ All counters, sinks, and appliances used need to be sanitized and wiped down properly.
6. _____ Make sure all appliances have been turned off in the catering kitchen.
7. _____ All rental inventory equipment needs to be broken down and placed together in the same location based on which company delivered them.
8. _____ All trash needs to be picked up from the property and disposed of properly. Disposal of trash and recycle is the responsibility of the caterer or contracting party.
9. _____ Trash needs to be bagged, and disposed of properly (additional trash bags located in the white cabinet in kitchen). The dumpster is located right outside the Ann Mason Room loading door. If the dumpster is almost full, trash will need to be dumped offsite at your own location and expense.
10. _____ Recycle boxes need to be broken down and other items need to be bagged and disposed of properly. The recycle dumpster is the second one located outside the Ann Mason Room loading door (has the green recycle symbol on it). If the dumpster is almost full, recycle will need to be dumped offsite at your own location and expense.