



Clean-Up Checklist

This checklist is to help ensure that your end-of-event clean-up of the Center is complete, complies with terms of your rental agreement, and avoids additional charges defined in the Terms and Conditions.

Please report any operational problems or damages to the Tech Park Center's staff member immediately.

Please ensure that you:

	1. Remove all decorations, tape under tables, and personal equipment.
	2. Wipe down all tables and make sure all chairs are clean.
	3. Sweep floors and "spot mop" any spills or stains.
	4. Stack tables and put away all chairs.
	5. Dispose all trash into the TPC's dumpsters (lid must be able to close) Please check: <ul style="list-style-type: none">- All restrooms- Hallway- Exterior of the building (including parking area)- Food prep area and refrigerator

***Any damages to the Tech Park Center or It's equipment will be subject to additional charges.**