

Here's a checklist of things we had to do for each event hosted at a small group home where we hosted a number of events.

Checklists are important. Also, seeing all this work we had to do — and doing it — made us realize in short order that it was just too much to clean and prepare a very lived-in house for each event.

Upcoming Event

Preparation Checklist for Events

Day of the Event:

Main Floor & Basement Cleaning

Know whether we're doing a deep cleaning or a light cleaning

Main floor cleaning includes

- Breezeway
- Dining room
- Foyer
- Living room
- Command Center
- Kitchen
- Mudroom
- Mudroom bathroom
- Outside mudroom walkway and front door steps area

Basement cleaning includes

- Healing center / bedroom
- Main floor area
- Bathroom
- Hallway and cleaning supplies area
- Storage area near jacuzzi
- Stairways leading up to the kitchen
- Door / woodstack area - outside

All residents first —

- Do a sweep for your personal items to put away
- Gather all your clothing — shoes, coats, jackets, accessories. — and put them away, hang them up, etc.
- Remove any papers, notes, mail and/or personal administration items
- Find your technology and cords; put them away

All rooms

For all rooms on the main and basement levels

- Wipe surfaces, dust and arrange tables/displays nicely.
- Wipe down high touch areas - light switches, door knobs and a foot up or below the knobs.
- Prepare the floor for cleaning.
- Dry sweep the floor with a straw broom, microfiber dusting mop and/or vacuum.
- Shake out thicker floor carpets.
- Using the vacuum attachment, go along all of the baseboards and vacuum the corners and baseboards.
- Vacuum the rugs and carpets.
- Wet mop or wet swiffer the floor, baseboard and corners.
- Put items removed from the floor back in place.

Deeper Floor cleaning

- Move not just larger items but smaller items and those items not moved as often to sweep and mop under and around them.
- Get intentional in those corners!
- Clean baseboards with a washcloth and Murphy's Wood Soap cleaning detergent
- Give all movable floor carpets a good shakeout and wash those that can get washed in the laundry

Laundry - clean fabric

- Gather these items to wash
 - Dirty rags under the utility sink
 - Washable carpets
 - Black carpet in the mudroom
 - Two red carpets in the kitchen

- Kitchen dish drying drying mats
- Used hand towels
 - In the mudroom bathroom
 - In the basement bathroom
 - Hanging on the kitchen stove
 - Above the kitchen sink
 - By the stove and dishwashing area
- Lucy's afghan and towel on her mainfloor bed
- Lucy's afgan and bedding upstairs in Jessie's room
- Do the laundry
- Return cleaned items to their places once dried

Specific Cleaning Details for Various Rooms

Sunroom - floors

- Take the sheepskin and floor rugs out on the deck & shake them out.
- Do a particularly deep floor cleaning --
 - In the canna corner
 - Behind the propane stove
 - In the sliding glass door tracks

Sunroom - General

- Wipe down exercise equipment
- Clean and wipe down the canna area
- Clean the sconces and clear spider webs

Mudroom

The mudroom gets particularly dirty and requires a deeper cleaning each week than other parts of the house.

- Move the bench and shoes out of way to sweep and mop underneath.
- Move the mirror, buckets, trash can and items under the mudroom sink. Sweep and mop.
- Shake the multi-colored rug outside on the driveway.
- Put all items back after the mopped floor has dried.

Mudroom Bathroom

- Wipe down all surfaces - counter, sink, faucets, toilet

- Replace the TP with a full roll. Ensure there is TP under the sink.
- Empty trash can

Stairs - Both Sets

- Vacuum the corners particularly well

Outside

- Sweep the outside steps leading to the front door
- Sweep the outside walkway and entrance area leading to the mudroom

Breezeway

- Clean buffet area peninsula
- Check and replenish fruit display

Baby Things

- Place larger baby items in the best areas
- Move items to the garage as needed

Dining Room & Charging Station

- Straighten up charging station
- Straighten up paper/admin area in same section
- Straighten up personal "incoming" baskets

Living Room

- Wipe down chrome furniture and TV stand with a specific, diluted cleaning solution

Command Center

- Straighten papers, general area

Desk

- Put away markers, pens and pencils
- Put paper and books and arts supplies away
- Wipe down desk
- Tuck chairs under desk

Basement

General basement cleaning

- Clean area of personal and general mess
- Dust surfaces and snazz up the area
- Clean bathroom and floors
- Vacuum upper areas (corners, lights) for spiderwebs, soot and such

Basement - storage

- Straighten storage area by the jacuzzi
- Straighten the cleaning supplies area
- Move any Goodwill donation items to a box, bag or the garage.
- If the area will be used for ceremony, check the candles supply.
 - Bring more candles down from other floors.
 - Add votives.

Wood stove area

As needed

- Clean out the ashes
- If a fire will likely be burned during the event, stock the area with
 - Paper and ripped cardboard
 - Dry kindling
 - Dry wood
 - Matches / lighter

Outdoors / woodstack area

- Straighten the general area (bins, fallen wood, debris)
- Sweep the exterior cardboard and rugs
- Replace exterior cardboard as needed
- Check the kindling supplies by the door and bring more if needed
- Wash down the area with water as needed

Other

Signage

- Create signs for the event
 - Event sign (plus photo ... for the archives, too)
 - Upcoming events sign
- Place the prior event's flier (if it's in the placar) in our events binder for archiving.

RSVPs

- Contact organizer to confirm RSVPs and answer any final questions

A few hours before

Mudroom - Prep - Stage 1

- Move the dirty rags and rag bucket out of the mudroom and put it/them in the garage and out of the way.
- For inclement or colder weather, prep the coat closet for guests.
 - Straighten and color sort the jackets
 - Remove TLP personal jackets as needed to open space
 - Straighten the general closet area
 - Check the hangar availability for guests to hang their coats
- Straighten up the coat hooks area
- Remove all Launch Pad people's personal shoes not needed for the event

Signs

- Make sure all signs are made, printed and in the plastic display cases
- Sign 1 - Event / welcome sign
- Sign 2 - Upcoming events
- Sign 3 -

Move cars

- Move the house cars as needed to set up the desired parking flow.

An hour before doors open and guests begin to arrive

- Do a final sweep of the main floor and basement for personal items
- Same for unfinished tasks
- Empty trash cans
 - Kitchen
 - Trash can under utility sink
 - Mudroom bathroom
- Take dry trash box out to the garage
- Put away all cleaning items —
 - Kitchen broom closet
 - Mudroom bathroom closet
 - Basement cleaning supplies area
 - Basement bathroom
- Sage / purify the air
- Gather any items we personally want/need for the coming event — e.g. tea, water, blankets, journal

Mudroom Prep - Stage 2 - Stage the area

- Drape crochet cover over appliances
- Hide towels, etc.
- Add signs to the area
 - Event/welcome sign
 - Upcoming events
 - No shoes
- Add TLP business cards and cards from past event facilitators
- Place the “This is a private space” sign midway on the steps leading to the upstairs bedrooms.
- Add a chair in the breezeway for anyone who wishes to sit down and take off their shoes.

For dusk/evening events, turn on these lights --

- Front flood lights
- Front entrance door lights
- Mudroom overhead light
- Garage flood lights
- Mudroom bathroom light

Kitchen

- Put all final dirty dishes in the dishwasher or hand wash as needed
- Put out water pitcher with glasses on peninsula
- Place sign encouraging people to take some of our structured well water.

10 Minutes Before

- Smoke! :-)
- Get cell phones out for communication from attendees as needed
- Place someone in the driveway or watching the cars. Help people get situated with their parking and coming in.

Garage prep, if needed

Prepping the garage

Add to event design / agreement info

If down in the basement, know which lights they want on when
And which switches to turn things on and off

Closing Down

Turn off unnecessary lighting

- Do an exterior sweep of the lighting and turn off —
- Front flood lights
- Front entrance door lights
- Mudroom overhead light
- Garage flood lights
- Mudroom bathroom light

Personal items - Lost & Found

- Make an announcement about taking all items home
- Do a sweep for items while people are still here
- Do a final sweep for any items after the event
- If needed, take a photo of L&F items and post them on the event page. Tag the event organizers. Post our L&F policy too.

After

- Reconcile finances
- Ask for reviews on FB
- Get email list export from event organizer
- Post photos on FB

Update Events Binder

- Calendar pages
- Contract
- Income
- Checklists
- Past Events / Archives / Fliers