



HOLY FAMILY *Faith. Family. Fellowship. Service.* CATHOLIC CHURCH

9100 Crockett Rd.
Brentwood, TN 37027
615-373-4696
holyfamilycc.com
holyfamily@holyfamilycc.com

HOUSEKEEPING STEPS – AFTER THE EVENT

Holy Family's campus provides a welcoming and well-maintained environment, and we trust that the space will meet your needs.

After your event ends, please ensure that the following housekeeping steps are completed:

- Take away all items (Items may include, alcohol, food, glassware, utensils, cookware, and decorations) brought in and all rentals.
- Inspect the floors for spills and wipe up as needed. Please notify Holy Family staff of all spills on carpets or wet spots.
- Check the outside of the building and remove trash and cigarette butts, and place trash in proper containers.
- All cleaning supplies must be returned to their original places, and all mops must be thoroughly rinsed and stored properly.
- Turn off all appliances.
- Turn off all lights.
- Ensure that all doors are securely locked upon departure (ensuring no one else involved in the event is in the building).

If using the kitchen:

- Wash all dishes, utensils, and containers and return to storage area (s).
- Wipe down countertops.
- Clean all food warmers/trays.
- Clean sink, refrigerator, stoves, and microwaves.
- Sweep floors and wipe up spills if necessary
- Close plastic trash bags and place them in the dumpster which is outside in enclosed brick at the back of the parking lot.
- Put new trash bags in trash cans.