**Concession Stand Cleaning Checklist**

**Organization Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date Beginning Use**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Ending Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Organization must complete the following checklist and turn over the concession stand to the next organization within 14 days from ending date:**

\_\_\_\_\_Remove all leftover food/beverage items from the concession stand

\_\_\_\_\_Take garbage out and put in outside dumpster

\_\_\_\_\_Wipe down and sanitize all counters, shelves, and sink

\_\_\_\_\_Sweep out the building and mop

\_\_\_\_\_Remove all posters/signage

\_\_\_\_\_Ensure stand is free of damage

\_\_\_\_\_Ensure all equipment has been emptied of any food/beverage items, cleaned, re-assembled and stored properly.

\_\_\_\_\_Ensure all supplies/equipment belonging to your organization has been removed or stored in your organization’s designated area.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of Concessionaire

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of Concession Chair

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of Band Director