



Thayer Homestead

2B Oak Street, Medway, Massachusetts 02053

CLEAN-UP CHECKLIST

After every event at Thayer Homestead, the facility must be left in an as-found condition. This suggested checklist for renters and caterers will help to achieve this goal:

KITCHEN

- Make sure stove and ovens are turned off and wiped of spills and stains.
- Make sure refrigerator doors are closed and all leftover food and beverages removed.
- All tabletop and counter surfaces must be left clean and dry.
- Sinks must be left clean and empty.
- Take all cooking/serving items, trays, and dishware with you.

THAYER HALL

- *Please note, outside tables and chairs are not to be used inside, and inside tables and chairs are not to be used outside.*
- All trash must be picked up, bagged, and placed in the dumpster behind Thayer Hall.
- Decorations must be removed, taking care not to damage any surfaces in the removal process.
- Tables and chairs should be left as they were found.
- It is not necessary to sweep the floor or clean bathrooms, but please clean up any large spills that have occurred and leave the facility in a reasonably clean condition. A need for extra cleaning could result in forfeiture of the renter's Security Deposit
- Outside doors should be left closed.
- Turn off the sound system or TV, if used and leave microphones and/or remote controls with the equipment.
- Other outside rental electronic equipment should be taken with the renter.

PATIO

- Clean and remove trash from patio area.
- Leave tables and chairs as found, with umbrellas down.