**Legacy Event Halls**

772 **Maddox Drive, E. Ellijay, GA 30540**

**CLEAN-UP LIST**

1. Ball Room & Reception Area: Remove all the trash from the tables, and sweep.
2. Clean the kitchen: wipe down the counters, remove left over food, drinks and the trash, sweep & mop the floors.
3. Bathrooms: Wipe down the counters, sweep the floors, and empty all the trash cans in the reception, his & hers bathrooms.
4. Bar Area: Wipe down the bar, remove the drinks, clean the coffee pots & vessels, and empty the trash cans.
5. Parking Lot: Make sure NO drinks or trash left behind on the lot.
6. Pick-up all the trash and take them to the dumpster behind the Chinese Restaurant.
7. Turn the A/C or heat off and turn all the lights off.
8. Lock the doors.

Thank you for your cooperation.

Management