

Exit checklist

Name of event _____

Name of event responsible Host _____

Location of event _____

Date _____

Initials of the responsible Host person _____

1. All handles and faucets that were used have been sanitized.
2. All tables and chairs that have been used during the event have been sanitized and returned to their original position.
3. The restroom(s) have been cleaned if used.
4. All doorknobs and push bars and railings that have been touched have been cleaned after the event