



CATERING CHECKLIST

Thank you for all your hard work! Please ensure that the following tasks have been completed by you and your staff. Before your departure, please have the Houston Station site manager sign below. Failure to complete these tasks or obtain a proper signature may result in the loss of a damage deposit for your client and loss of your company's privileges and access to the building in the future.

- _____ **Continuously bus all tables and floor space**

- _____ **Take all trash out to the dumpster, reline garbage bins**

- _____ **Clean and scrub sink, ensure proper drainage**

- _____ **Bag all dirty dishes and stack glassware properly;
Please organize for easy load out**

- _____ **Wipe and disinfect all table tops and surfaces in kitchen**

- _____ **Consolidate leftover food, beer and liquor boxes for
easy load out**

- _____ **Clean out refrigerators**

- _____ **Sweep and mop the kitchen floor**

- _____ **If your crew used ice from the machine, please settle
payment with Houston Station or discuss arrangements.**

Houston Station Site Manager

Date