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## CATERING EXIT PROCEDURES

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- **TRASH:**
  - All trash is removed
  - Tied trash bags are placed in cans provided in black fenced area
  - Trash cans are returned to original location with empty bags
  
- **RAVENSWOOD EQUIPMENT:**
  - Hot box is OFF, cleaned, and all pans (5 total) are returned
  - Ice scoop is returned to top of ice machine
  - RWD items are cleaned and returned to their original locations
  - Mops/brooms returned to the closet
  
- **CLEANING:**
  - Floors are swept free of debris and wet/sticky areas mopped
  - All surfaces and sinks are wiped down and free of food residue
  - Dirty towels provided by RWD are in “dirty” bin
  
- **EXITING:**
  - Used ice is dumped in SINK or behind pool house – NOT in grass, flower beds, etc.
  - All food removed from fridge, freezer, and microwave
  - All catering equipment removed
  - Lead caterer checks out with planner & RWD Event Rep before departure

**NOTE: The house will be locked at 11:00 pm sharp with no grace period. Please plan accordingly for a smooth exit.**

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*If you have any questions about our policies or historic mansion, please see our Event Rep and we will be happy to assist.*

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