

SET UP DAILY PROCEDURES

GET WORKSHEET FOR DETAILS OF SET UP

1. Get the **worksheets** for each room you are cleaning. Double check the dates with the schedule on cooler to make sure you are setting up for the next event.
2. Each table has a **table number** in black and a **seat count number** in red

Step for CLEANING

- Get bus tubs on carts & remove **all tables of dirty dishes**, glassware, etc. Take to kitchen dishwasher area
- **Remove linens** from tables
- Turn chairs upside down on tables according to **seating diagram** on worksheet.
- If there are extra chairs, push them out to the center of the room
- If you need extra chairs write down on diagram which tables need them and get them from linen shed (same color only) at the end of the process.
- **Dust** all window sills, furniture and flat surfaces
- **Sweep** floor
- **Mop** floor making sure to get under tables.
- Remove AIR Pots from coffee station, empty and rinse and leave in waitstaff area
- While floor is drying: **Clean bathrooms**: Scrub sinks, toilets, stock paper towels and toilet paper, empty trash and mop floor

Steps to SET-UP the room

- After the floor is dry, put chairs down.
- Set up **Booster chairs & Highchairs** as indicated on diagram with a "B" or an "H"
- Put **linens on tables** that are the right **size and color**. Long tables get the 120's. Round tables in sunroom 72's
- Put **table numbers** on tables according to the diagram
- Set up **Skirted tables** indicated on the worksheet for DJ table, buffet tables, head tables, hors d'oeuvre tables, outdoor bar tables and pizza buffet.

FINAL ROOM CHECK

- Do a **final count** of the chairs and boosters and high chairs to match the diagram on worksheet
- Make sure NUMBER OF CHAIRS = THE FINAL GUEST COUNT
- Make **sure bathrooms are** stocked with toilet paper, and hand paper towels in rollers
- **Make sure tablecovers are on straight and the same end length.**

OUTDOOR CLEANUP

- Go **outside and pick up all trash**, clean the ashtrays with rag and turn over, put away outdoor tables and chairs as needed.
- Clean out **ashtrays** on tables
- Clean out the **cigarette sand urns**
- **Sweep off porch areas** and banisters
- Pick up **debris in parking lot**
- Pick up any **cigarette butts and any trash on the walkways**

Steps for OUTDOOR SET-UP

- **Set up chairs on east ceremony grounds** at the very last if indicated on the sheet for the Henry Ford Room or Raisin River Café.
- Set up **10X10 tent** or take down as indicated on worksheet
- Set up **Small round table and microphone** if yes on worksheet

AVERAGE TIME TO COMPLETE CLEANING AND SET UP OF EACH ROOM

- CARRIAGE HOUSE: 3 hours 2 people 6 hours for one person
- RAISIN RIVER CAFÉ: 2 hours 2 people 4 hours for one person
- HENRY FORD ROOM: 1.5 hours 2 people; 3 hours for one person

