MASQUERS CLEAN-UP CREW
CHECK LIST

Production: _______________________ Date: ______________

Crew Members: _________________________________________
_______________________________________________________

Outside Theater

- Clean all windows with Windex
- Clean Show Board plastic
- Pull weeds
- Sweep sidewalk
- Sweep Stage Door entrance
- Replace missing light bulbs
- Clean doors and sills

Lobby and Box Office

Note: please work from top of lobby down

- Dust light fixtures
- Dust walls and corners
- Dust/wax all moldings and frames
- Dust/wax doors
- Replace missing light bulbs
- Clean off counters and flat surfaces
- Empty ash cans
- Vacuum office and box office floors
- Mop and wax lobby and box office floors
- Clean off desk
- Wax all furniture

Bathrooms

- Clean and disinfect toilets and sinks
- Dust / clean doors
- Clean mirrors
- Replace all paper goods
- Empty trash cans and replace liners
- Mop floors to clean, do not use wax on these floors
- Replace batteries and aerosol cans in air fresheners
Dressing Room

- Clean all surfaces
- Use extension duster for light fixtures and cobwebs
- Clean air heater air intake at Stage Door entrance
- Replace air filter
- Clean mirrors
- Clean microwave
- Remove benches to vacuum
- Vacuum carpet

Back Stage

Note: any work backstage must be performed as to not disturb any set or prop pieces. Ask the Theater or Lobby Manager for approval before moving anything.

- Sweep and/or vacuum backstage wherever possible
- Clean sink and coffee area
- Vacuum around sink and coffee area
- Clean refrigerator
- Restock refrigerator with drinks for opening night
- Scour sink
- Sweep stage managers booth

Auditorium

- Clean fans and air vents
- Clean dressing room door
- Do not dust stage lights
- Wax seat arms
- Vacuum seats
- Vacuum / sweep under seats and aisles
- Damp mop aisles
- Vacuum carpet
- Dust all flat surfaces
- Wax hand rails

NOTE: Please use the rags and cleaning supplies provided
Do not disturb anything on stage
If you are unsure about any of these tasks, please ask either the Lobby Manager or the Theater Manager