

Event Housekeeping Procedures



Welcome:

In an effort to complete necessary services during your event, the Colorado Convention Center (CCC) Housekeeping Department offers the following information to ensure your event is a success. Should you have any questions or concerns, please see your Event Manager.

The CCC utilizes a single stream/co-mingle recycle program. This means exhibitors and attendees can easily participate in recycling as all recyclables can go in the same container. Recycle containers are located next to every trash container throughout the CCC. A compost program is also in place for restroom paper towels as well as kitchen waste. This program can be expanded for other events as necessary.

CCC Housekeeping Procedures:

- **After-Hours Cleaning:** The CCC Housekeeping Department typically cleans overnight, including the exhibit space restrooms, concrete surfaces, and carpet in the ballrooms. They will enter through the exhibit hall roll door or other assigned door and check in through event Security. As a team, we will then complete services as a group and leave through the same entry point. Alternate cleaning times should be arranged through your Event Manager.
- **Servicing and Placement of Cans:** Trash and recycle can placement is typically around the perimeter of the room to allow for efficient dumping and to control floor access. The removal of facility trash and recycle bins occurs during your event hours as well as prior to the event as outlined above. CCC staff is not responsible for the removal of individual exhibitor or registration wastebaskets; arrangements should be made through your General Service Contractor.
- **Mark Trash:** At the conclusion of your event, all items to be discarded should be clearly marked “TRASH” to avoid accidental removal. Any materials left after the contracted decorator has vacated the premises will be considered trash.
- **Restricted Rooms:** Restricted rooms and/or spaces will be cleaned when occupied unless special arrangements are made in advance.
- **Event Report(s):** At the conclusion of the event, the Event Manager will provide Show Management with trash, recycle, and compost results (if applicable) for your event.