

Clean-Up Requirements & Checklist

The Community Centre shall be left in the same condition and repair as existed prior to the event. The User shall take down, clean & replace all tables & chairs in their designated storage areas. Decorations and other additional equipment shall be dismantled and removed from facility after each event.

User Responsibilities – Gym, Lobby & Conference Room Areas:

- _____ Decorations removed and discarded into garbage bins.
- _____ Tables washed.
- _____ Chairs brushed off.
- _____ Tables and Chairs returned to designated storage area.
- _____ Wet spills mopped & dry spills swept.
- _____ Garbage (including washrooms) removed from facility & placed outside at North garbage bins.
- _____ All lights must be turned off.
- _____ All coolers, freezers cleared out, drained and turned off.
- _____ Please check all doors to ensure they are closed and properly locked. ***Please make sure that the panic bars on doors are not locked on the open positions.***
- _____ If using the public addressing system, please make sure all equipment is put away properly, and power is shut off.

User Responsibilities - Kitchen Area:

- _____ Wash all counters with bleach solution.
- _____ All dishes must be washed and put away.
- _____ Warmer/microwave oven cleaned.
- _____ Coffee urns must be washed.
- _____ Coolers emptied, cleaned and unplugged.
- _____ Kitchen floors swept and mopped.
- _____ Garbage removed from facility and placed in outdoor bins.
- _____ All food and liquor removed immediately upon completion of the event or rental.

Material Safety Data Sheets will be located in Kitchen

Kitchen items belong to the Community Centre are not to leave the facility. Please supply your own containers to pack up left-over food. The Janitorial staff will take an inventory after each function. Any items missing from the Community Centre that are not returned will result in replacement charges being assessed to the rental of the facility for that function.

NOTE: A minimum charge of \$25.00 per hour will be charges as a cleaning fee:

- If the User/Caterer leaves the kitchen in an unacceptable manner.
- If the Renter leaves rental area in an unacceptable manner.
- If the Renter damages any equipment

PLEASE LEAVE IN THE COMMUNITY CENTRE KITCHEN