

## HALL CLEAN-UP DUTIES

Cleaning equipment & supplies located in Janitorial Room

1. Wash all tables prior to stacking back onto table dollies. Ensure tabletops are not placed face to face. (To enable proper drying.)
2. Wash all countertops.
3. Ensure chairs are stacked as per attached picture; no more than 8 chairs to a stack.
  - a. Main Hall: 20 chair stacks are to remain along the north and south walls. (10 per wall) Remainder returned to storage room.
  - b. Meeting Rooms: 3 stacks of 8 chairs to remain in each room. Remainder to be returned to storage room in North Meeting Room.
4. Return podium, pianos (covered), & organ to their original locations.
5. Garbage:
  - a. 30 lb. bag limit.
  - b. Remove bags to bins at rear (south) of building.
  - c. Replace empty garbage containers with new bags.
  - d. The renter is responsible for removal of all cardboard from the Community Centre. (Do not place cardboard in the bins behind the hall.)
6. Recycling: Bottles and cans to be removed by renter.
7. Remove all food from walk-in fridge & freezer following event.
8. Empty coffee pots & discard filters. Clean all coffee equipment.
9. All kitchen items (dishes, cups, plates, cutlery, pots, trays etc.) need to be cleaned and returned to original locations. Used dishcloths & towels can be left in kitchen sink for janitorial staff.
10. Dishwasher: Remove plug & drain. Follow instructions on wall.
11. Floors:
  - a. Vacuum all carpeted areas.
  - b. Sweep all linoleum & damp mop floors.
  - c. Lift mats in bar before damp mopping.
  - d. Hardwood floor in main hall to be swept only, do not wash.
12. Return smoking containers to vestibule area from outside of building if they have been used.
13. Report any damages or breakage to Hall Representative.