ACME SCHOOL • GOLDEN HILLS SCHOOL DIVISION

Facility Rental Clean-Up Checklist

Please complete all required clean-up tasks prior to departure to ensure the facility is ready for school use.

Online Booking Portal
hallbookingonline.com/acmeschool/

1 GENERAL SPACE RESET & WASTE MANAGEMENT (ALL AREAS)

- [ ] **Trash & Recycling:** Empty all waste and recycling containers in your rented areas. Tie off filled trash bags and deposit them directly into the exterior dumpsters and recycling bins. Replace cans with fresh liners provided in the custodial closet.
- [ ] **Floors & Surfaces:** Sweep up visible dirt and crumbs using brooms and dustpans located in the rental custodial supply closet. Clean up any liquid spills immediately using available mops. Wipe down all tables, chairs, and counters used.
- [ ] **Furniture Reset:** Return all chairs, tables, bleachers, and school equipment to their original layout positions as found upon arrival.
- [ ] **Personal Belongings:** Remove all personal gear, event decorations, banners, tape residue, signage, and external sports equipment brought in by your group.

2 AREA-SPECIFIC CLEAN-UP DUTIES

GYMNASIUM (HALF / FULL GYM)

- [ ] Sweep entire gym floor with dry dust mops.
- [ ] Remove all floor tape, ribbons, or boundary markings.
- [ ] Wipe down player benches and spectator bleachers.
- [ ] Return all physical education gear to storage racks.

CLASSROOMS & TECH SPACES

- [ ] Wipe down student desks, lab tables, and workbenches.
- [ ] Erase whiteboards completely (unless instructed otherwise).
- [ ] Power down and return all specialized tech equipment.

SERVERY / KITCHEN AREA

- [ ] Wipe and sanitize all countertops, sinks, and food prep areas.
- [ ] Clean spills/residue inside ovens (incl. Rational iCombi oven).
- [ ] Verify all burners, ovens, and appliances are fully turned off.
- [ ] Remove all brought-in food, drinks, and ice from refrigerators.

RESTROOMS (ADJACENT AREAS)

- [ ] Check that all toilets are flushed and faucets completely off.
- [ ] Pick up discarded paper towels or trash off the floor.

3 FINAL DEPARTURE & FACILITY SECURITY CHECK

- [ ] **A/V & Utilities:** Turn off sound board, amplifiers, mics, screens, projectors, and HDMI inputs.
- [ ] **Doors & Security:** Verify all exterior exit doors and interior doors are closed and fully latched. Never prop doors open.
- [ ] **Lighting:** Power off all interior room and hallway lighting controls upon exit.
- [ ] **Lockbox Return:** Return physical keys/cards to the lockbox immediately. Lock door and scramble combination dial.

⚠ **CUSTODIAL POLICY REMINDER:** Renter groups are responsible for leaving school facilities clean and immediately ready for student use. If school custodial staff must perform post-event clean-up, a **minimum charge of $105.00** ($35.00/hour with a 3-hour minimum) will be automatically billed to the renting group. Report any pre-existing damage or issues within 12 hours (Phone: 403-546-3845).

RENTER DEPARTURE VERIFICATION SIGN-OFF

RESPONSIBLE MEMBER