

# Burritt's Rapids Hall Rentals - Clean-up Checklist

This Hall is community-owned and operated by volunteer labour for the benefit of the community. Thank you for your cooperation in keeping our facility in great shape.

This checklist is to help ensure that your end-of-event clean up of the Hall is complete, complies with the terms of your rental contract, and avoids additional charges defined in the Terms & Conditions.

***Please report any operational problems or damages to the Rental Agent immediately.***

## **Please ensure that you:**

	<p>TAKE YOUR GARBAGE WITH YOU. All garbage and all recycling material must be removed and clean, fresh bags left in the appropriate cans. Please check:</p> <ul style="list-style-type: none"> <li>• all three bathrooms</li> <li>• the kitchen</li> <li>• the back stairway</li> <li>• exterior of the building</li> </ul>
	CLEAN THE KITCHEN. Ensure counters, sinks, stove tops and floors are clean.
	DO NOT LEAVE FOOD BEHIND. Verify that the refrigerator is tidy and has been emptied of all food, drinks and condiments. Clean up any spills.
	WASH, DRY & PUT AWAY all dishes, glassware, coffee urns, pots and cutlery
	SWEEP all floors & SPOT-WASH where necessary
	ENSURE BATHROOMS are clean and all facets are turned off
	PLACE ALL DIRTY LINENS, including dishcloths in a neat pile in the kitchen.
	RETURN all Hall equipment (tables, chairs, etc) to their proper places
	REMOVE ALL DECORATIONS and personal equipment
	CLOSE & LOCK all exterior doors, including the back stairway
	INSPECT the exterior grounds to be sure they are free of garbage and cigarette butts
	<p>RESET all thermostats to the temperatures indicated at the thermostat:</p> <ul style="list-style-type: none"> <li>• Main Hall</li> <li>• Men's &amp; Ladies' Washrooms</li> <li>• Accessible Washroom</li> <li>• Reception Area</li> <li>• Cloak Room</li> <li>• Kitchen</li> </ul>
	TURN OFF ALL LIGHTS, including downstairs, back stairwell and outside light
	LEAVE THE KEY in the designated place as specified by the Rental Agent

***Thank-you very much and we hope to see you again!***