**Burritt’s Rapids Hall Rentals**

**Clean-up Checklist**

This Hall is community-owned and operated by volunteers for the benefit of the community. Thank you for your cooperation and for leaving the hall beautiful for the next group.

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:**

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|  | TAKE YOUR GARBAGE WITH YOU. All garbage and all recycling material must be removed and clean, fresh bags left in the appropriate cans. |
|  | CLEAN THE KITCHEN. Ensure counters, sinks, stove tops and floors are clean. Empty garbage can. |
|  | 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 |
|  | RESET all thermostats to the temperatures indicated   * Main Hall, Men’s & Ladies’ Washrooms, Accessible Washroom, Reception area, Cloakroom, Kitchen |
|  | ENSURE BATHROOMS are clean and all facets are turned off. Empty garbage |
|  | 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 |
|  | INSPECT the exterior grounds to be sure they are free of garbage, bottles, cans and cigarette butts. The community mailboxes can be a problem area. |
|  | TURN OFF ALL LIGHTS, including downstairs, back stairwell and outside light |
|  | CLOSE & LOCK all exterior doors, including the back stairway |
|  | LEAVE THE KEY in the designated place as specified by the Rental Agent |

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