

Cleaning Checklist and Instructions

Renter is responsible for all the cleanup of the rental space and common outside grounds.

Generally restoring the space to the condition in which it was rented including but not limited to:

General:

- Turning off all lights.
- Return all remotes to their original location.
- Return all games area items to their original location.
- Cleaning all tables used and stacking them in their original location.
- Cleaning all chairs used and stacking them (max 10 chairs high) in their original location.
- Cleaning walls of all spills.
- Collecting and disposing of discarded cigarette butts from outdoor smoking areas.
- Removing all decorations including any tape used.
- Removal of all garbage from the centre.

Floors:

- Vacuuming the floor and mopping all spills.
- Sweep all debris from floor
- Vacuum floor
- Use mop bucket and mop floor:
 - Place about 2 gals of warm water in bucket
 - Place about 250ml of cleaning solution in bucket
 - Clean bucket at rinse mop after use
 - Return all cleaning items to the janitor room

Washrooms:

- Clean floors as described above
- Clean all surface including toilets, countertops, etc.
- Remove disposed paper.

If the kitchen, including fridges and appliances, are being used as part of the rental, they must be cleaned after the event and be left as clean as they were found.

Bar & Kitchen Area:

- Clean general area after use (countertops, sink, etc.)
- All glass ware, flatware and utensils to be cleaned and return to its original location.

Kitchen Appliances:

- Freezer: removal of all contents and wiped clean.
- Dishwasher: if used, removal of all contents.
- Range/Oven: if used, cleaned with hot water and detergent inside and outside.
- Microwave: if used, cleaned with hot water and detergent inside and outside.
- Refrigerator: if used, cleaned with hot water and detergent inside and outside.
- Microwave: if used, cleaned with hot water and detergent inside and outside.
- Coffee Maker: if used, empty coffee grounds, & clean pots with clean water.

BBQ (if requested to use during event):

- Clean BBQ grills with wire brush ensuring all food particles are removed.
- Remove and replace foil in cart tray.
- Clean exterior of BBQ
- Return BBQ to its original location.

A cleaning charge of **\$50.00 per man hour** will apply for any action taken by the event centre staff.