

Langham Affinity Community Hall

Cleaning List

The Renter is responsible for the following duties:

1. Removal of:

- Bottles / recyclables, paper products, plastic utensils, decorations, food etc.
- Garbage/recycling: all garbage/recycling is to be put in the Loraas disposal bin located at the back (west side) of the building.
- Any masking tape used to attach decorations to tables or walls.

2. Cleaning and putting away:

- Any dishes, cups, pots, pans, coffee urns, water jugs etc. that were used.
- Wiping off and drying of all chairs and tables.
- Orange/wood chairs must be put on trolleys under stage.**
- Black chairs are to be stacked along the walls.**
- All rectangular tables to be put on trolleys under the stage.**
- All round tables to be put on trolleys and left in back meeting room.**
- Sweep floors; hall, washrooms, kitchen, bar, front entrance, coatroom and back meeting room if used.
- Mop up any major spills. Mop pail is to be left in the janitor room in the back meeting room, caretaker will empty the pail.

Please don't forget to check the washrooms for any major spills etc.

3. Coolers

- Clean out all food from coolers and off counters. Anything remaining will be disposed of.
- Turn off large walk in cooler and leave the door open.
- Unplug bar cooler (pepsi cooler) and leave door open.

4. Other

- Turn off fans, controls are in the coat room
- Turn off **ALL** lights: main hall, hallways, meeting room stage, kitchen, bar and coatroom.
- Ensure all doors are closed and locked.

The following will be provided for you:

1. Garbage bags
2. Tea Towels
3. Dish Soap
4. Pot Scrubbers
5. Cleaning Supplies
6. Broom
7. Mop and bucket

We **do not** supply:

- Masking Tape, scissors, tools
- Linens – table clothes and napkins

Note: The above must be completed by noon the following date unless other arrangements have been made prior to rental date.

If any of the above mentioned rules and conditions are not met or followed, you will forfeit your **full damage deposit**....NO EXCEPTIONS!

Renter: _____

Date: _____