

Chaffey's Lock Community Hall Rentals – Clean-up Checklist

The 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 is complete and complies with the terms and conditions of your rental contract.

Please report any operational problems or damages.

Please ensure that you:

	TAKE YOUR GARBAGE WITH YOU. All garbage and recycling must be removed and clean, fresh bags left in the appropriate cans. Please check: <ul style="list-style-type: none">• all three bathrooms• the kitchen• exterior of building
	CLEAN THE KITCHEN: Ensure counters, sinks, stove top and floors are clean. Make sure stove and oven are turned off
	DO NOT LEAVE FOOD: Verify that the refrigerator is clean and has been emptied of all food, drinks and condiments. Clean up any spills. UNPLUG and leave door open
	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 faucets are turned off
	RETURN all Hall equipment (tables, chairs, etc) to their proper places
	REMOVE ALL DECORATIONS and personal equipment
	CLOSE & LOCK all exterior doors
	INSPECT the exterior grounds to be sure they are free of garbage and cigarette butts
	TURN OFF ALL LIGHTS, including downstairs and outside

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