

Cleaning list for after all rentals (occasional or weekly)

Below is a list of cleaning duties that must be performed so the hall is ready and clean for the next rental

- 1) All decorations must be removed from the walls and doorways and disposed of properly. Absolutely no tape, nails, screws, pins or tacks or anything else on the walls. If you need to hang decorations or posters please use magnets. You will have to supply your own magnets. There is a tacking strip covered by material under the windows where you may use small nails or tacks**
- 2) Tables and chairs to be wiped clean, free of tape and/or paper. Chairs to be stacked 13 chairs high on the proper rolling carts. Tables to be put back into storage room**
- 3) Sweep the hall floor, entrance way and kitchen floor**
- 4) Wet mop the hall floor, entrance way and kitchen floor**
- 5) Please remove all your garbage from the hall, kitchen and washrooms. Deposit of garbage in the blue bin next to the street. Use key provided**
- 6) Wipe down washroom counters, pick up garbage off the floor and flush the toilets and urinals**
- 7) Wipe down kitchen counters, sinks and appliances. Make sure coffee pots and stoves/ovens that were used are turned off. Wash, dry and put away any items that you may have used**
- 8) Make sure outside the front entrance is tidy if smokers were present please use the ashtray provided. Pick up any garbage outside that may be from your rental**

The Mop and broom will be found in the Janitors room just off of the Skate room.

Thanks in advance for helping us take care of the community hall

Failure to comply with the duties and responsibilities listed above may result in the RENTER forfeiting a portion or ALL of the damage deposit as determined by the Willowby Community League

Hall Contact – Debbie Plant

780-489-3183

780-975-2141

780-271-2554