



NORTH SHUSWAP COMMUNITY ASSOCIATION
Community Hall Renter Cleanup

The only things that will be cleaned by the janitor are the toilets and the floors. Please check the list to make sure all is completed before you leave, as any other clean up will be billed as an extra and/or deducted from your deposit.

Hall Entrance

- Sweep Floor
- Remove Garbage

Kitchen

- Wash and put away all Dishes
- Wash and soak Alcohol Dispensers, if used
- Clean out Hobart Dishwasher, if used (see instructions on front)
- Sweep Floor
- Wipe Counters, Clean Sinks and Stoves including Ovens
- Clean out the Coffee Pots
- Remove Garbage (key to outside bin hangs in Janitor's room)
- Remove any belongings from the Fridge and Wipe Clean
- Turn off Kitchen Air Conditioner
- Unplug Cooler and open Cooler door.

Main Hall

- Wash Tables and Chairs
- Replace Tables and Chairs as to how you found them. (Please do not drag fabric covered Chairs along the floor. Lift with dolly.)
- Sweep Floor
- Remove Garbage

Club Room

- Replace the Tables and Chairs as to how you found them
- Wash and put away all Dishes
- Wipe Counters, Sink, Stove, Oven and Microwave Oven
- Sweep Floor
- Remove Garbage
- Remove any belongings from Fridge and Wipe Clean

When Leaving

- Turn the Heat Down
- Turn the Lights and Fans off
- Close all Windows
- Lock Exit Doors at Back and Front of the Hall

There will be an automatic \$5.00 charge plus any janitor service charges for any of the above that are not completed.

Outdoor Garbage Bin Key is in the Janitor's Room beside the front door.
Any major problems, call: Alison at 955-2258 or Liz at 955-8119.