



**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.
- Stack chairs on dollies provided – no more than 6 high
- 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
- Turn the heat down to 14 degrees

**When Leaving**

- Turn the Lights and Fans off
- Close all Windows
- Lock Exit Doors at Back and Front of the Hall
- Activate Alarm system

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.**