

#	GENERAL CLEANING REQUIREMENTS	<input checked="" type="checkbox"/>
1	Remove all decorations and tape	<input type="checkbox"/>
2	Remove all unused food and drink items, and dispose of all garbage items	<input type="checkbox"/>
3	Wipe down and disinfect all surfaces ie. tables, countertops, etc...	<input type="checkbox"/>
4	Return all tables and chairs to their original places	<input type="checkbox"/>
5	Check all washrooms, wipe down surfaces and remove garbages	<input type="checkbox"/>
6	Vacuum carpets and rugs	<input type="checkbox"/>
7	Sweep and mop hard floors	<input type="checkbox"/>
8	Remove all garbage and dispose of it in the facility dumpster	<input type="checkbox"/>
9	Last check of facility for cleanliness and inform Town Staff of any necessary repairs	<input type="checkbox"/>
10	Lock all doors and arm the alarm for the facility	<input type="checkbox"/>

#	KITCHEN ADD-ON CLEANING REQUIREMENTS	<input checked="" type="checkbox"/>
1	Wash, dry, and put away all cooking utensils, pots and pans, dishes and flatware	<input type="checkbox"/>
2	Clean and disinfect all cooking surfaces ie. oven range, cooktops, and appliances	<input type="checkbox"/>
3	Scrub and disinfect all countertops and sinks	<input type="checkbox"/>
4	Remove all items from fridge and freezer, wipe down surfaces	<input type="checkbox"/>
5	Sweep and mop hard floors	<input type="checkbox"/>
6	Lock the Kitchen when finished cleaning (Rec Centre Only)	<input type="checkbox"/>

IMPORTANT NOTES:

Please factor in the necessary time for cleaning as all cleaning items on this list **MUST BE COMPLETED** by the end of your contracted booking time. A facility inspection will be completed by Town Staff at the conclusion of your booking. By signing you acknowledge that the cleaning listed above has been completed to the best of your ability and that the facility has been returned to its original pre-booking state.

DATE: _____

SIGNATURE: _____