

## Cobble Hill Hall - Cleaning Procedures

Thank you for renting the Cobble Hill Hall for your event. As a renter, you are responsible for returning the hall and grounds in a clean and orderly condition. A \$40/hour cleaning fee (minimum charge of 4 hours) will be assessed if the hall is not returned in proper order. The information below is intended to help you with clean up after your event.

### Washrooms:

- Clean sinks and check washroom stalls
- Mop floors if needed
- Empty garbage

### Main Hall:

- Spot clean any spills
- Dry mop (sweep) floor with large mop
- Empty garbage
- Ensure all decorations are removed

### Dining Room:

- Dry mop (sweep) floor
- Spot clean any spills
- Empty garbage

### Kitchen:

- Wash any area used for event
- Clean stove and convection oven
- Wash counters with hot soapy water
- Empty and wash coffee urn
- Turn off gas and vent fan
- Check doors on refrigerator to ensure they are properly closed
- Sweep floor and wash if soiled
- Empty garbage

Wash tables and chairs before putting them away. Please stack chairs no more than 18 high on dollies and return the tables to the table racks.

### Closing:

The garbage key is found in the kitchen hanging from one of the kitchen cupboards. Remove the garbage from the hall and place it in the blue bin near the front of the property then return the garbage key to the kitchen.

Before leaving the building ensure all doors/windows are closed and locked. Lock the hall side door by putting the screwdriver in the panic bar. Do a final check to ensure the building is secure and the lights are off. Double click the overhead lights in the main hall to turn off.

Set the alarm and lock the door within 30 seconds. Check to ensure the red light is on the keypad.

If you have any concerns or encounter problems please email [cobblehillhall@gmail.com](mailto:cobblehillhall@gmail.com)

We hope you enjoy your time at the Cobble Hill Hall.