

## Youth and Stu Armour Halls - Cleaning Procedures

Thank you for renting the Youth Hall or Stu Armour 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 Area:

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

### Kitchen in the Youth Hall:

- Wash any area used for event
- Clean stove and wash counters with hot soapy water
- Empty and wash coffee urn
- 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:

Please remove and take garbage and recycle material with you.

Before leaving the building ensure all doors/windows are closed and locked. Do a final check to ensure the building is secure and the lights are off. In the Stu Armour Hall please ensure the heat pumps are turned 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 Farmers Institute Halls.