

Cobble Hill Hall Cleaning Procedures

(revised 2026)

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 \$50 per 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.

Main Hall

- spot clean any spills
- dry mop (sweep) the floor with the large mop (stored in small room by front door)
- empty garbage
- ensure all decorations, electrical cords, rental equipment is removed
- wash all tables before stacking them on the carts. Blue cloths and pail are under the sink.

Dining Room

- spot clean any spills
- dry mop (sweep) the floor with the large mop
- empty garbage

Washrooms

- clean sinks and check washroom stalls
- empty garbage
- mop floors if necessary

Kitchen

- wash counters with hot soapy water (blue cloths under the sink)
- clean stove and oven and kitchen sink
- empty and wash coffee urn
- turn off gas (to 3 o'clock position) and vent fan
- make sure refrigerator doors are properly closed
- sweep floor and wash if soiled. A mop and bucket is in the kitchen.
- empty garbage
- leave soiled blue cloths in a pail on the kitchen counter
- All debris must be removed from dishes before they go into the sanitizer (not a dishwasher), otherwise the food particles are recirculated over the entire load.

Tables and Chairs

- wash tables before stacking them on the carts
- stack chairs no more than 18 high on their dollies

Garbage and Recycling

The garbage key is on a large wooden fob and found in the kitchen hanging from the end cupboard. Remove all the garbage bags from the hall and place them in the blue dumpster near the front of the property. Return the garbage key to the kitchen. Take recyclables with you.

Closing

Before leaving the building, ensure all the windows and doors are closed and locked. The hall side door is locked by placing the screwdriver in the panic bar. Do a final check to ensure the building is secure and the lights are off. Double click the lights in the main hall to turn them off. M and W washroom doors stay open. See security code instructions to lock up.