

# DEAR RENTERS – HERE IS A HELPFUL CHECKLIST YOU CAN USE TO MAKE SURE YOU HAVE CLEANED UP PROPERLY

## Post Event Checklist

### MUDROOM

- Carpets shook & returned to mudroom (only carpets labeled 'mudroom' go here)
- Lightbulbs screwed in
- Floors swept and washed and no tables or chairs in mudroom
- Roads-Signs returned to mudroom
- Lost and found dealt with and not left in mudroom
- Please sweep the front and back outside porches and rugs.**

### MAIN FLOOR

#### CHAIRS

- 3 chair carts** upstairs and wheels are clean (ie weren't taken outside)
- All **96 folding chairs** in carts (32 per cart). The remaining 36 are stored downstairs
- Rolly cart** at the front entrance.

#### TABLES

- Round tables:** all 12 round tables put back closet (if need be put overflow downstairs). Please place tables with faces together. Do not roll on floor.
- Table storage area by elevator** has carpets under the tables
- All large wooden tables** are returned beside elevator:  
(6 large birch, 2 large plywood, 3 smaller wooden)
- All plastic tables** returned next to the round cupboard  
(six 6' plastic and two 8' tables)

#### MAIN FOORS

- Rugs** shaken out and back in their places (top of stairs from mudroom, ramp door, back door). Note, the specific carpets that go at these specific locations are labeled on the back of the carpet. Please do not put main floor carpets in the mudroom.
- Piano** in its normal position and floor swept under it. Wheels are dirt free.
- Stage** swept and returned to proper place
- All 4 brass floor heat registers** are still there

- All lights are returned** to their original position and lightbulbs screwed in (no coloured bulbs. All lightbulbs replaced with original bulbs)
- Elevator** swept out and turned off
- Janitor closet is in order** and instructions for cleaning are back in the closet. Please let us know if we have run out of soaps and cleaners.

## GENERAL

- all garbage in the garbage shed outside near the road, and recycling removed from the site.
- all laundry is put in the white laundry bin (not in the mesh hampers) for laundering
- all heaters turned off
- all windows closed. Don't forget the bathrooms
- clocks in kitchen and main floor still there and working?
- Walk the grounds and collect any garbage, cigarette butts & recycling.

## KITCHEN

### Floors

- swept and mopped
- Rugs** replaced (rugs are labeled as to where they go, but one rug in front of each sink, and one in front of the island on the orange floor)
- Laundry** – put all laundry in white plastic bin for laundering.

### Inventory

- 2 coffee urns, 2 commercial coffee makers, 2 household coffee makers
- 2 kettles, 3 bus bins on top of fridge
- 12+ Water jugs above top cupboard
- wine glasses washed and rinsed and back in their cardboard holders in bins in office
- fridges** cleaned, shut off and propped open (clear ice out of freezer)
- dishwasher** turned off and cleaned inside (food removed from screen)
- Ovens** (propane and electric) cleaned inside.
  - Burner inserts clean. Fume hood clean.
  - Gas off. BBQ lighter in with knives
- counters, sinks and walls wiped clean

### Cupboards

- dishes clean and put away. No dishes left on counter
- in winter, leave the sink cupboards open to allow heat in.

### **Kitchen porch**

- swept and has ONLY clean recycling & round garbage bin there.
- all recycling taken off-site
- wooden pass-through** (beside entrance to bathroom area) is cleared of everything

### **Washrooms**

- floors swept and mopped
- sinks cleaned and have soap dispensers – mirrors cleaned
- toilets cleaned and toilet scrubbers beside them
- windows closed
- garbage emptied and garbage can washed
- laundry put in the white plastic tub for RARTS pickup

**VALLICAN WHOLE RENTERS CLEANUP – to be completed by 1 pm the next day unless prior arrangements have been made with the administrator.**

**We take great care to give you a tip top building. Please notify the caretaker immediately if the building is unclean when you arrive for your event.**

### **QUESTIONS? EMERGENCIES?**

**Before the event, call Marya or email us at [info@VallicanWhole.com](mailto:info@VallicanWhole.com)**

**The day of your event: Sherry 250-226-7989 or Marya 250-226-7311.**