STRATHEARN HALL CLEANUP CHECKLIST

MAIN HALL:

☐ Close all windows
☐ Sweep hall floor
☐ Clean any marks, scuffs, footprints, mud or dirt off floor
☐ Mop all stains or spills
☐ Clean marks or scuffs, stains or spills off walls and baseboards

ENTRANCE FOYER:

☐ Shake out entrance walk-off mats
☐ Sweep and mop floor

AUDIO VISUAL EQUIPMENT:

☐ Put all equipment including remotes back into A/V storage area
☐ Turn off all A/V equipment
☐ Lock A/V equipment cabinet
☐ Leave A/V equipment keys on top of sound cabinet

KITCHEN:

☐ Close all windows
☐ Wipe counters, lower and upper cabinet faces down
☐ Wipe clean sink and faucet
☐ Clean marks or scuffs, stains or spills off walls and baseboards
☐ Sweep and mop floor
☐ Wipe out fridge and microwave (if used)

WASHROOMS:

☐ Wipe down sinks, faucets, countertops, and mirrors, toilet seats and flush valves
☐ Clean marks or scuffs, stains or spills off walls and baseboards
☐ Sweep and mop floor
☐ Clean toilet bowls
☐ Check and replenish toilet paper, paper towels from SCL stock

TABLE & CHAIR STORAGE ROOM:

☐ Sweep floor in storage room
☐ Put chairs and tables into the storage room in the configuration illustrated in the photo posted on the inside of the storage room door
**SKATE CHANGE ROOM:**

- Sweep skate change room and corridor
- Clean all marks, scuffs, stains, and spills off walls and baseboards
- Mop up any standing water

**OUTSIDE:**

- Sweep dirt or debris, muddy footprints or marks off exterior sidewalks within 20’ of the entrance doors

**GENERAL:**

- Empty all garbage cans and bring bags out to the brown dumpster (east of skating rink)
- Make note if any supplies need to be replenished in the notes section of the rental binder
- Ensure that all guests have left the building
- Ensure that all lights have been turned off
- Ensure that all 3 exit doors are securely locked