

GCL Renter Responsibilities

- ❑ Wipe down all high touch point in the hall (door handles, light switches, bathroom doors, taps)
- ❑ Wipe stove or inside oven (If stoves/ovens were used)
- ❑ Wipe down all kitchen counter tops and rinse sinks
- ❑ Wipe out microwave (if used)
- ❑ Remove all decorations **(NO TAPE, TACKS, PUSH PINS, STAPLES OR NAILS are permitted on walls) (NO CONFETTI AND/OR GLITTER is permitted in the hall)**
Please use 3M Command Strips or blue sticky tack.
- ❑ All balloons MUST be removed as these will set the alarm off during the night. If helium balloons are left in the rafters, you will be charged \$100.00. Evidence of Confetti/glitter found, will also result in a \$100.00 charge.
- ❑ Empty all garbage bins including the washrooms and discard in the dumpster in the parking lot. Replace plastic garbage bags in bins (found in the Janitor room) Dumpster key on key chain.
- ❑ **All Tables and chairs must be sprayed and wiped down with designated Table spray bottle/cloth found in the Janitor room before stacking in storage room.**
- ❑ Replace tables and chairs in storage area. Stack according to the stacking chart in the room
- ❑ Full clean of Men's and Women's washrooms (counters, sinks, floors, 6 toilets, 2 urinals, mirrors)
- ❑ Please ensure blinds are OPEN
- ❑ Sweep and Wet mop the floors with warm water and cleaning agent (Kitchen, hall, hallway, and bathrooms) **PLEASE NOTE THAT PRESURE MUST BE APPLIED TO THE MOP WHEN WASHING FLOORS.**
- ❑ Vacuum front and back door mats and runner mats in the hallway
- ❑ Clean glass windows entering the main hall (two entrances)
- ❑ Pick up all garbage, bottles and cans left outside the doors of the facility
- ❑ Pick up all cigarette butts from outside the facility doorways and empty outdoor ashtray on patio using cat litter scoop in janitor room
- ❑ Clean Meeting Room (wash floors, wipe down tables, stack chairs, clean toilet, sink and counter tops) (If used)