

GREENFIELD COMMUNITY LEAGUE

RENTER RESPONSIBILITIES

- Wipe down all high touch points (Door handles/pushes, light switches, bathrooms doors, taps etc)
- Wipe stove top and inside oven (If stoves/ovens were used)
- Wipe 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**)
Please use 3M Command Strips or blue sticky tack adhesive.
- All balloons MUST be removed as these will set the alarm off during the night. In the event that helium balloons are left in the rafters, you will be charged \$100.00.
- There is no **CONFETTI** and /or **GLITTER** permitted in the Hall. Any evidence of this is subject to a charge of \$100.00
- Pick up all debris (including paper products in the washrooms) and discard accordingly and replace plastic garbage bags in bins
- Wipe tables with designated cleaning solution and rags.
- Replace tables and chairs in storage area. Stack according to the stacking chart in the storage room
- Sweep floors
- Wet mop the floors with warm water (Hall, hallway and bathrooms) **PLEASE NOTE THAT PRESURE MUST BE APPLIED TO THE MOP WHEN WASHING FLOORS**
- 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
- Remove garbage and place in the locked dumpster out front in the parking lot. New garbage bags can be found in the janitor room
- Clean BBQ and return to Mechanical Room (If used)