

HALL CLEAN-UP DUTIES

1. Wash all tables prior to stacking back onto table dollies. Ensure table tops are not placed face-to-face (to enable proper drying)
 2. Wash all countertops.
 3. Ensure chairs are stacked as per attached picture; no more than 8 chairs to a stack.
 - a. Main Hall: 20 chair stacks are to remain along the north and south walls (10 per wall); remainder returned to storage room.
 - b. Meeting Rooms: chairs returned to storage room.
 4. Return podium, pianos (covered) & organ to their original locations.
 5. Garbage:
 - a. any bag limited to 30lbs.
 - b. remove bags to green containers at rear of building
 - c. replace empty containers with new bags
 6. Recycling:
 - a. Bottles and cans are to be removed by renter
 7. Remove all food from walk-in fridge & freezer following event.
 8. Empty coffee pots & discard filters. Clean all coffee equipment.
 9. All kitchen items (dishes, cups, plates, cutlery, pots, trays, etc.) cleaned & returned to original location.
 10. Dishwasher:
 - a. remove plug & drain
 - b. follow instructions on the wall
 11. Floors:
 - a. Vacuum all carpeted areas
 - b. Sweep all linoleum & wash
 - c. Lift mats in bar before washing floor
 - d. Hardwood floor in main hall – sweep ONLY, do not wash
 12. Return smoking containers to vestibule area
 13. Report any damages to Hall representative
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