

# TELFORDVILL COMMUNITY CENTRE

## Janitorial Duties for Hall Bookings

Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Phone: \_\_\_\_\_

HALL MUST BE LEFT IN THE SAME CONDITION IT WAS FOUND		
	Duties	Complete
1	Sweep entrance, stage and main hall floor, mop main floor IF NECESSARY.	
2	Sweep and wash the floors in the kitchen, bathrooms and bar area if used	
3	Turn down the heat for the kitchen to 10 - 12 C. (located in the MEN's washroom)	
4	Shut Main Hall heat off. Switch is located on the wall beside the furnace near the entry to the MEN's washroom.	
5	Gather the garbage, tie it closed. Remove	
6	Wipe down inside of cooler if used and shut off the power. Switch is on the back of the cooler.	
7	All coffee pots and perks must be washed and lids left partially off.	
8	Ensure gas stoves are turned off and stove tops have been washed.	
9	Check all countertops - wipe clean.	
10	Use cleaner to disinfect the kitchen sinks.	
11	All used towels should be left on the kitchen counter and the Monthly Janitor or Committee Member will take them home and wash.	
12	<b>CLOSE ALL DOORS TO THE BATHROOMS AND KITCHEN DOORS TO THE MAIN HALL. ENSURE ALL EXIT DOORS ARE LOCKED.</b>	

Thank you, Telfordville Community Centre