Post-function Checklist – Schedule 5.3.C.

1. **GENERAL:**
   - ☐ All cleaning supplies are located in the mechanical room
   - ☐ All decorations & tape remnants, lighting, food, and personal Items must be removed
2. **VINYL FLOORS** *(Side wings, washrooms, hallway, kitchen, and mat (if hardwood is covered with mat) – and back room if rented):*
   - ☐ Swept (Shake dust out of brooms – outdoors – at conclusion of sweeping)
   - ☐ Damp mopped (Clean/wash mops at conclusion of washing vinyl floors)
3. **HARDWOOD FLOORS:**
   - ☐ Swept (Shake dust out of brooms – outdoors – at conclusion of sweeping)
   - ☐ Spills cleaned (spot cleaned with damp cloth as required)
4. **WASHROOMS:**
   - ☐ Toilets cleaned
   - ☐ Sinks, counters, and mirrors cleaned
   - ☐ Garbage/sanitary bags emptied
5. **KITCHEN:**
   - ☐ Dishes, cutlery, glasses, pots/pans, etc. washed and put away
   - ☐ Sinks, counters, equipment, oven(s)/stove cleaned
   - ☐ Drain/clean dishwasher (if used)
   - ☐ Garbage bins emptied
   - ☐ All used dishcloths and tea towels put in bin under sink
   - ☐ Cooler: all items removed; interior/exterior wiped down; unplug at end of event
6. **BAR** (if used):
   - ☐ Sink and counters cleaned
   - ☐ Fridge/freezer cleared out; interior and exterior wiped down; unplug at end of event
7. **GARBAGE:**
   - ☐ All garbage bags must be pulled from garbage bins and bags replaced. Garbage bags with waste inside must be tied off and placed at the east door of the main hall.
8. **TABLES & CHAIRS:**
   - ☐ Tables wiped clean and put away as required/agreed upon
   - ☐ Chairs stacked and put away as required/agreed upon
9. **OUTDOORS:**
   - ☐ Pick up all cigarette butts and garbage throughout the grounds
10. **TURN-OVER:**
    - ☐ Report any known damage or equipment malfunction to the Society Representative. If the renter declines to do a post-rental walk through with the Society representative, pin the key(s) onto the information bulletin board, immediately outside the kitchen.
    - ☐ Turn off all lights
    - ☐ Ensure all doors are locked
    - ☐ Close and lock both gates when you leave the facility (locks are on the chains/gates)

Security Deposit returned within 30 days.
Deficiencies will be corrected as per the rental contract.

Renter: *Prior to leaving the Facility, initial that all items have been completed**:*** _____
Society Representative: *Initial after walk-through that all items are complete:* _____