

York River Community Hall Cleaning Checklists

All of the following items must be done in order to receive a refund of your cleaning deposit for:

The Hall (\$100)

Kitchen Area:

- Fridges emptied and cleaned
- Stoves cleaned
- Microwaves cleaned
- Coffee and Tea Urns emptied and clean
- Kitchen counters and sinks wiped down
- Used Dishcloths and Cup Towels left in sink
- Floor swept and scrubbed

Hall Area:

- All chairs wiped down and stacked
- All tables wiped down, folded and stacked
- All decorations, etc removed from walls, windows and ceilings
- Floor swept and scrubbed
- Emergency exit door locked
- All garbage cans emptied and put in outdoor dumpster (2 large and one small)
- All lights in building turned off

Bathrooms:

- Sinks, mirrors and counters wiped down
- Toilets wiped down
- All visible garbage picked up
- Floors swept and scrubbed
- Garbage cans emptied and put in outdoor dumpster

Entryway and Outside:

- All visible garbage picked up and put in outdoor dumpster
- Entryway floor swept and scrubbed
- Both front doors locked

Dishes (\$50)

- All dishes washed and put away in cupboards
- All cupboard doors locked

Keys Received from Rental Agent

Main Doors
Bathroom Garbage Cans
Garbage Dumpster Outdoors
Sound System Cupboard (if sound system was rented)
Cupboard Doors (if access to dishes was requested)

Contact Numbers

For problems or issues with the Hall during your rental please contact one of the following:

Lorilee Jean (418-368-8914), Danny Jean (418-368-6329), Tony C. Patterson (418-368-3276)