



Athabasca District Agricultural Society Rental Cleaning Information & Checklist

Wedding Package does not include kitchen cleaning or outdoor clean up

PRE-EVENT INSPECTION INFORMATION

- Garbage bags are in the furnace room.
- There is an ashtray on the north corner of the hall and another one at the south door. Please let your guests know about it and ensure they stay 5 meters (16 feet) away from the door for smoking.
- Summer events - please keep doors closed. If the doors are open, turn OFF the AC.
- AC overnight, turn up to 23C
- NO glitter, sparkles or confetti allowed.
- NO PINS, TACKS, NAILS OR TAPE on the Walls.
- NO PINS, TACKS, NAILS OR TAPE on Roof. Roof decorations must be used with a magnet hook.
- NO PINS, TACKS, NAILS OR SCREWS into the Tables.
- NO popping champagne inside the Agriplex for any events

FIRE REGULATIONS

- NO STORAGE OF ANY TYPE IN FURNACE ROOM
- No table or chairs blocking the exit doors
- 3 Fire extinguishers available:
 - 1 in the kitchen, 1 outside the furnace room, 1 at the east entrance
- First aid kits in the kitchen and between the bathrooms

BUILDING SECURITY

- Lock all doors and windows when leaving
- Ensure the kitchen door is locked

The renter and booking director will complete a post hall inspection upon return of the keys. After your function is completed, the janitor will inform the Athabasca District Agricultural Society booking director on the condition the hall was left and if any items are missing or damaged.

If extra cleaning is required, your damage deposit will be adjusted at \$50 per man hour. With items missing or damaged, a full replacement fee will be deducted off your damage deposit. Damage to ceiling tiles will be charged \$50 per damaged tile.

CLEAN UP OF FACILITY

It is the responsibility of the renter listed on the contract. Please check off as you complete them.

- Sweep and mop dance area
 - Move all tables and chairs onto the hardwood area. Dry mop, then wet mop. Move tables back
- Front entrance vacuumed
- All garbage to be removed and placed in appropriate bins
- New bags into the garbage cans
- All tables & chairs are wiped clean and put away
- Lobby area dry and wet mopped (last thing before leaving)

KITCHEN / BAR

- Stove & ovens washed and wiped clean (no debris left behind)
- Counters, dishwasher, kitchen utensils, fridge & cooler to be left clean
- Counter sprayed and wiped with polishing spray
- Freezer to be wiped off and all items to be removed (DO NOT UNPLUG)
- Walk in cooler cleaned and power switch off
- Bar cooler cleaned and shut off with switch
- Taps turned off
- Dry mop and wet mop floors
- Spot wash walls under the bar area

FANS - KITCHEN STOVE

- Turn fans off when leaving the building
- Stove and oven are turned off

BATHROOMS

- Garbage removed, bags replaced
- Toilets flushed
- Taps turned off

DOMESTIC GARBAGE & RECYCLE MATERIALS

- Place in designated bins by the main hall (OUTSIDE)
- Bottles can be left at the back kitchen door to be donated

DECORATIONS

- All decorations to be removed

OUTSIDE

- All garbage and cans picked up from camping area and grounds around hall
- Fire pits are extinguished
- Cigarettes cleaned up around the front and back entrance

LOCATION OF TABLES & CHAIRS

- 9 gray tables on the east wall
- 9 gray tables on the west wall
- 1 gray table by the bar
- 2 under the kitchen window
- 8 chairs between each table in 2 piles of 4 chairs
- Round tables on the rack in the storage room

POWER

- Turn all lights off (entrance, hall, kitchen, bathrooms, **outdoor entrance**)

HEAT / AC

- 2 thermostats to be left on 15 C (59 F) in winter
 - 1 in the entrance and 1 in the main hall
- AC to be set at 23 C (73 F) in summer