

Bonnie Doon Hall - End-of-Event Checklist - Rev 22/8/16

To ensure you recoup all of your damage deposit, please follow these instructions. It will take approximately 4 people 2-3 hours to finish everything on the list.

Cleaning charges are \$50/hr with a minimum of \$150.

Wood floor cleaning:

Clean up spills immediately (use only cloths and water)

Sweep first then mop it (water only) - water will need to be changed at least 4 times-the hall's wooden floor is easily damaged if water pools on the floor (dry with rag if too wet)
2 hours to wash it properly (one person), 1 hour (two people)

Washrooms:

Wash counters, sinks, faucets, mirrors and toilets, sweep floors, wash floor if necessary
1.5 hours for both men's and women's (one person), 45min (two people)

Kitchen:

Clean counters, sinks, faucets, cabinet fronts, microwaves, fridges, sweep and mop floor, vacuum utility mat, turn off gas to stoves, wipe down stove (simply mop up spills; do not clean, too much water can damage burner ignition system)

1 hour (one person), 30min (two people)

Bar area:

Wash down bar cooler, sink, faucet, all counters, sweep floor and mop if necessary
30-45 minutes (one person), 15-20min (two people)

Stage:

Sweep and wash if necessary, close all windows and doors

30 minutes (one person), 15min (two people)

Tables & Chairs:

Re-Stack chairs all only 12 high per trolley, put rectangular tables back as shown in diagram in storage room and round tables back in room behind bar as shown

1 hour (one person), 30min (two people)

Garbage Cans:

Take garbage to dumpster outside building and put it inside the dumpster. Do not leave garbage bags or other garbage beside the dumpster. When you remove a garbage bag from a can you should find a replacement bag you can use to reline the can (extra bags are in the maintenance room)

15 min (one person)

- Take down & remove all decorations
- Empty the three fridges, only unplug the Bar Fridge
- Vacuum all the utility mats
- Exit doors: ensure all *five* exits are securely closed & locked (some doors are sticky, push hard on them to close completely)
- Turn off all lights

- Lock the main entrance and put the key in the locked mailbox inside the hall beside where the tables are stored

Tips

- The maintenance room contains soaps, garbage bags, brooms, mops, rags and extra garbage bags
- Never bring & use your own cleaning products to the hall (some products cause unapparent damage to the wood floor)
- No glitter
- No tape on the walls
- Nails are only allowed on the wood beams on either side of the fans, at the top of the wood around the windows and sconces
- Enclosed candles are permitted
- No power lifts in the hall