

## **Bonnie Doon Hall - End-of-Event Checklist - Rev 14/05/2018**

Noise bylaw:

Decibel levels at the hall need to stay under 70db at the property line (sidewalk) during the day (until 10pm), 60db after 10pm and 50db after midnight. You can download a decibel app for your phone to check levels during your event. Base needs to be kept at a reasonable level.

If Fire Alarm is accidentally pulled during your event you will have to wait for the Fire Dept to come. They are the only ones who can turn it off. If an alarm is pulled during your event you will be charged \$100 out of your damage deposit.

All windows and doors on the East side of the hall need to be closed by 10pm.

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.

### **Vacuum is only for dry vacuuming (do not use with wet spills)**

Do not throw out the dust bag and filters. If you do need to empty the vacuum shake them out and replace back in the vacuum.

### **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)

### **Tile floor cleaning:**

Tile floor must be swept and mopped.  
1 hour (one person), .5 hours (2 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 un-obvious damage to the wood floor)
- No glitter
- No feathers or feather boas
- 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