

Union Bay Community Club and Recreation Society Rental Cleaning Guidelines

Hire UBCC Cleaner: Jen Balcke
250-218-7222
\$25/ hour

General Cleaning of All Areas:

- Cleaning supplies in women's bathroom
- Broom, mop and bucket in kitchen
- All decorations and tape must be removed
- Garbage collected and placed in outside bin. Ensure bin is locked.
- Remove recycling
- Sweep and mop floors
- Returns chairs and tables to appropriate storage areas. Do not cover floor vents!

Emily Peters Dining Hall:

- Clean and drain Coke machine
- Clean and return portable bar to proper storage area

When Exiting:

- Make sure all doors are locked. Leave keys on table in dining room and exit through door with the code.

Outside Area (Tennis court, Ball Diamond and Concession):

- All garbage collected and placed in outside bin. Ensure bin is locked.
- Remove recycling
- Return equipment to storage cabinet. Please lock.
- Make sure all doors and gates are locked
- Leave keys by equipment storage

Concession:

- Remove all food
- Turn off all appliances
- Sweep and mop floor