

# Union Bay Community Club and Recreation Association

## Rental Cleaning Guidelines

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

### **POST-EVENT CLEAN-UP**

The facilities, equipment, and grounds must be left clean, tidy, and in good repair.

Cleaning supplies are located in the Women's washroom. The mop, bucket and broom are located in the kitchen along with kitchen cleaning supplies.

#### General Cleaning of All Interior Areas:

- o Remove all decorations and tape
- o Return chairs and tables to appropriate storage areas, do not cover the floor vents
- o Sweep and mop floors
- o All garbage collected and placed in the outside bin, ensure bin is locked
- o All recycling removed by renter for disposal off-site
- o Washrooms cleaned
- o Turn off all lights and lock doors
- o Deposit any keys in the black box outside the dining room door

#### Dining Hall:

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

#### Kitchen:

- o Oven/range turned off and cleaned of any spillage
- o Refrigerator(s) cleaned of any spillage
- o All dishes and utensils cleaned and returned to original storage area
- o Dirty dish clothes and towels left in kitchen sink for washing

#### Outside Area (tennis court, ball diamond, field area, concession):

- o All garbage collected and placed in bin. Ensure bin is locked
- o All recycling removed by renter for disposal off-site
- o Lower hall washrooms cleaned
- o Return equipment to storage cabinet and ensure cabinet is locked
- o All gates and doors locked, and keys deposited in black box outside dining room door
- o Concession:
  - Remove all food
  - Turn off and clean all appliances
  - Sweep and mop floor
  - Lock door and serving windows