



Resort Village of Saskatchewan Beach

Office Location: 249 Lakeview Avenue, Saskatchewan Beach

Hall Rental Cleaning Checklist

- Clean tables with warm soapy water and towel dry with brown paper towel.
- Clean kitchen counters, sinks, stoves and refrigerators with warm soapy water and towel dry with brown paper towel.
- Empty garbage containers in washrooms, kitchen and hall. Place tied garbage bags in hallway beside the east door. Place new bags inside all the garbage containers.
- Sweep floors in the kitchen and hallway. Dry mop the floor in the hall.
Note: If a spill occurs, clean area with a damp mop or cloth (not too wet), a gallon of warm water mixed with a ¼ cup of vinegar and one or two drops of dish soap.
- Clean barbeque – Turn barbeque on and burn leftover food on the grill for approximately 10 minutes, turn off, scrape grill. Clean barbeque lid, inside and outside, as well as side tables with warm soapy water, towel dry with brown paper towel.
- Check to ensure toilets are not left running. If a toilet is left running please shut off the switch for the water system in the ceiling of the water room. If this happens please call 306-729-4410 and leave a message saying this is what has happened so that staff can look into the problem.
- Ensure fire door between hall and the hallway towards the washrooms is closed. (This door may need an extra push to make sure the door closes. This step has to do with fire insurance.)
- Ensure the door to the water room is closed. (This door may need an extra push to close it properly.)
- Ensure all lights are turned off in the kitchen, washrooms, hallway and hall. Please note the only two lights that will remain on are the security lights in the hall.
- Ensure that all outside doors are locked before leaving the hall. This includes the glass door located on the east side of the building and the two sets of doors located in the hall.
- Return the keys through the office door slot.

February 2018