



# Resort Village of Saskatchewan Beach

Office Location: 249 Lakeview Avenue, Saskatchewan Beach

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## Hall Rental Cleaning Checklist

- Clean tables with warm soapy water, towel dry with brown paper towel and sanitize.
- Clean chairs with a sanitized clean damp cloth (not too wet).
- Clean kitchen counters, sinks, stoves and refrigerators with warm soapy water, towel dry with brown paper towel and sanitize.
- Clean washroom counters and sinks with warm soapy water, towel dry with brown paper towel and sanitize. Clean mirrors with Windex and clean toilets with toilet cleaner.
- 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, hallway and washrooms. Dry mop the floor in the hall. Wash floors in the kitchen, hallway and washrooms with mixture of water and floor cleaner. Note: Wash floors in the hall with damp mop (not too wet), use mop marked as "hall", with a gallon of warm water mixed with a ¼ cup of vinegar and one or two drops of dish soap.
- Stack pattern chairs on one rack and the black chairs on the other rack facing the same way and legs upright, so that more chairs fit properly on each rack.
- Stack tables the same way, so that more tables fit properly on each rack.
- 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.
- Do not place the barbeque on the deck. Please place the barbeque either on the gravel or on the cement pad south of the glass door located on the east side of the building. Following the event, please return the cleaned barbeque into the locked brown shed.
- 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 three 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 with this completed checklist (place a checkmark in the boxes located on the left side of this sheet to show that the items have been completed).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

January, 2021