



## **Cleaning Requirements for Deposit Reimbursement for All Renters**

Any task discovered by the department as not being completed post-event may result in partial or full seizure of a deposit or can be billed back directly to the renter to cover additional incurred expenses for labor and supplies. **Renters are expected to adhere to the following cleaning requirements and to returning the facility to the standard of cleanliness provided prior to their rental.** Not all cleaning requirements may be applicable and are subject to the amenities of renter's specific rental location.

### **General Area Cleaning**

- Remove all personal property brought to site for your rental.
- Remove all decorations and fasteners used (including 3m hooks, pins, tape, etc.)
- Collect all trash created by your rental. Empty all garbage receptacles by placing trash bags in dumpsters on site and place new clean liners in all garbage receptacles.
- Wipe down all tables, chairs, changing tables, counters, and appliances to meet standard of cleanliness provided prior to your rental. Clean up any spills or messes that are created.
- Return all supplies, tables, chairs, and other furniture to designated/labelled storage rooms and organize as instructed by on-site signage and binder.
- Sweep all floors.

### **Kitchen**

- All surfaces wiped down (Countertops, shelving, stovetops).
- Refrigerator emptied of all contents and wiped of all spills.
- Sinks cleared of all debris and wiped clean and dry
- Walls wiped of any food splatters.
- Sweep all floors.

### **Bathrooms**

- Clean any mess created outside of usual wear and tear.
- Collect all trash, empty all trash receptacles, and replace can liners.
- Sweep all floors.

### **Outside/Open Shelters**

- Pick up litter, gum, cigarette butts, and animal feces originating during space rental.
- Empty all garbage receptacles and replace with new empty liners.
- Wipe down all tables and leave spread throughout the shelter.
- Clean up spills on walking surfaces.
- Clean and dispose of any accumulated coals in grills into allocated bins.

For information on location of cleaning supplies, and proper protocol on building cleanliness please refer to pictures/descriptions posted throughout shelter. Report graffiti, vandalism, and/or any maintenance problems or items broken during rental.

Renter Printed Name: \_\_\_\_\_

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

**If you're renting an enclosed facility, please leave a signed copy of this document inside your facility after you have finished completing all the applicable tasks above.**