

Kingfisher Community Hall

RENTER'S

- ✓ Mop up any spills with plain water. Mop twice if needed.
- ✓ Sweep all floors
- ✓ Separate and bag recycling
- ✓ Bag garbage and place in outside bin on back porch. Be sure to empty bathroom garbage also. Garbage that does not fit in the outside bin is your responsibility.
- ✓ Wipe tables and chairs – clean and put away dry
- ✓ Leave washrooms tidy
- ✓ Leave kitchen tidy:
 - Coffee urns emptied, cleaned and stored. Bunn coffee maker turned off.
 - Fridge/freezer emptied
 - Glass door cooler emptied, door propped open and switched off at wall (at right of cooler)
 - Stove wiped down
 - Dishes washed, dried and put away
- ✓ Close all windows including kitchen & bathroom. This ensures Geothermal system will function properly.
- ✓ Turn off all lights
- ✓ Lock and latch all doors. Leave key on table in kitchen or return to KCS Director/designate if arranged in advance.