



# Parkland Village Community Centre Cleaning Checklist

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## Cleaning Checklist

- \_\_\_\_ Decorations have been removed. Painters tape can be used  
**No pushpins, tacks, nails, masking tape, duct tape or scotch tape may be used.**
  - \_\_\_\_ Walls are clear of visible marks, sticky-tack, painter's tape or string.
  - \_\_\_\_ Tables are washed and stored in designated area.
  - \_\_\_\_ Chairs are stacked and stored in designated area.
  - \_\_\_\_ Kitchen surfaces, appliances and floors are clean.
  - \_\_\_\_ Dishes, cutlery, etc. are washed and stored in designated spaces.
  - \_\_\_\_ Food, beverages and containers removed.
  - \_\_\_\_ Bar area is clean.
  - \_\_\_\_ Bathroom fixtures and floors are clean.
  - \_\_\_\_ Floors are swept and washed.
  - \_\_\_\_ Garbage containers empty and garbage put into Bin in parking lot.
  - \_\_\_\_ Outside premises clean and free of litter.
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Exit doors are to be locked and secured and all lights are to be turned off before exiting the building during Weekend or Program Rentals.

**Failure to comply with the Rental Agreement Terms and Conditions as well as the cleaning checklist may result in the RENTER forfeiting a portion or ALL of the damage deposit as determined by the PVCC Executives.**

**Cleaning Fee is \$150 per hour.**