

## **Village of Nobleford, Community Complex, POST EVENT / ACTIVITY CHECKLIST**

Jan 21, 2013

As per your rental agreement. **Have you read your agreement?** Please do so. Nobleford strives to maintain low rental fees for this facility. You must ensure the following is done or you will be charged additional fees. *Please leave the facility better than you found it.*

- 1- All Tables are stacked under the EAST entry stairway. (view picture and sign)
- 2- ALL plastic chairs are stacked in two rows, 33 high, in North East storage room, not 3 rows, be sure athletic equipment is neat. (view picture and sign). Upstairs meeting room has 12 tables stored in the west storage area, chairs along the wall.
- 3- DO not place anything in the WEST main entry. This the main emergencies exit.
- 4- Volley ball, badminton posts, place them between the stairway and wall at North East Entry.
- 5- Did you use the Gym or upstairs meeting room? Please dry mop entire floor and then wet mop, clean up shoe marks. Remove all tape from walls and any attachments.
- 6- Did you use the Kitchen? Wash all dishes and store properly, clear all counters and wash counter tops and **floors**. Be sure to turn sanitizer OFF before you leave. If you used the dish towels from the Village office, return them washed.
- 7- Haul out all garbage and place in fenced area on East side of Building,
- 8- Place a new garbage bag in each garbage can.
- 9- Did you use the bathrooms, hallway, entry? Wash counter, walls, mirror and toilets, empty garbage, sweep floor, wet mop floor.
- 10- . Sweep all the West Main and East Service entry and hallway floors and wet mop floors. Shape carpet outside, vacuum.
- 11- Turn lights and fan off. Return the P.A. microphone, stand and cables to the Village office. Heat and AC reset them selves.

Supplies available for renters to use include: wet and dry mops, buckets, brooms, vacuum, dish soap and Dish sanitizer detergent, floor cleaner and bleach, toilet paper, paper hand towels for bathroom and hand soap These items are in the kitchen or Janitor supply room. Dish towels and P.A. microphone, stand and cables are available for your use from the Village office at no charge.

### **SANITIZER Operating Instructions**

1. Turn Sanitizer **ON** by flipping the switch at the bottom on the outside of the Sanitizer to the **Right** or **East**
2. The Sanitizer needs to be "Primed" (bring the heat temperature up) to do this, run the Sanitizer **THREE** times with no dishes or soap.
3. To **RUN** the Sanitizer, simply close the door and push the handle down, the red light on the bottom will come on. When the Red Light goes off, the cycle is finished. Be careful of the **hot steam** when opening the door. The Sanitizer only needs to be primed once and then continual loading and cleaning of dishes can take place.
4. To **clean** the dishes, scrape off all loose food, rinsing is not necessary.  
**DO NOT LOAD** anything **PLASTIC**. Load the TRAYS (blue or tan) that are in the cupboards to the right of the Sanitizer and below the sinks. **One** TRAY at a time goes in. Add **ONE** scoop of dish detergent (on the door), close the door, push the handle down, red light comes on, cycle takes approximately **5 minutes**, light goes off .
5. Open the door, let the steam clear, remove the hot TRAY, place it on the counter and allow the dishes to cool slightly before handling them.
6. Another TRAY can be loaded immediately (follow Step 4) until all dishes are cleaned.
7. When finished, take a paper towel and wipe out any excess food caught by the filter on the bottom of the sanitizer.
8. Close the door lightly and turn the switch on the bottom to **OFF** or to the West.