



RHS CENTRE – KITCHEN & HALL

POST EVENT CLEANING REQUIREMENTS

KITCHEN

- REMOVE ALL FOOD AND BEVERAGES FROM FRIDGE AND/OR FREEZER;
- USING THE COMMERCIAL DISHWASHER, WASH ALL DISHWARE, GLASSES AND CUTLERY AND RETURN TO DRAWERS/CUPBOARDS;
- WASH ANY POTS, PANS, COOKING UTENSILS, ROASTERS, BOWLS, ETC. AND RETURN TO CUPBOARDS OR PANTRY SHELVES;
- DISCARD COFFEE GROUNDS, RINSE CARAFE AND RETURN COFFEE POTS TO THEIR STORAGE AREA;
- CLEAN STOVE TOPS WITH CERAMA CLEANER AND WIPE UP ANY SPILLAGE INSIDE OVENS;
- CLEAN ALL COUNTER SURFACES AND BACKSPLASH WITH THE STAINLESS-STEEL CLEANER (IN CUPBOARD BELOW DOUBLE SINK);
- SWEEP FLOOR AND MOP ANY SPILLS;
- ENSURE THE DISHWASHER HAS BEEN DRAINED, TURNED OFF AND THE DOOR LEFT AJAR (INSTRUCTION BINDER LOCATED ON SHELF NEXT TO DISHWASHER). RETURN TRAYS TO THE APPROPRIATE STORAGE AREA;
- REMOVE ALL GARBAGE AND RECYCLING. THE VILLAGE DOES NOT CURRENTLY HAVE A GARBAGE FACILITY SO PLEASE TAKE ALL YOUR GARBAGE WITH YOU – THERE IS A TRANSFER STATION 10 MINUTES NORTH NEAR EDGEWATER;
- LEAVE DIRTY TEA TOWELS AND DISHCLOTHS IN THE SINK (THESE WILL BE LAUNDERED BY THE VILLAGE).

HALL

- COLLAPSE THE ROUND TABLES AND RETURN TO STORAGE UNDER STAGE;
- IF RECTANGULAR TABLES WERE USED, COLLAPSE AND RETURN TO THE STORAGE ROOM, OR LEAVE STACKED IN THE MAIN HALL;
- STACK CHAIRS 12 HIGH AND RETURN TO STORAGE ROOM;
- IF THE PROJECTOR AND SCREEN WERE USED, RETURN CABLES AND/OR REMOTE CONTROLLER TO THE APPROPRIATE DRAWER IN THE STORAGE ROOM;
- IF THE MOBILE BAR WAS USED, ENSURE THE ICE/WATER HAS BEEN DRAINED OUT AND THE UNIT WIPED DOWN. THERE ARE RUBBERMAID TUBS LOCATED IN THE KITCHEN THAT CAN BE USED FOR DRAINING THE WATER. RETURN THE BAR TO THE STORAGE ROOM;
- REMOVE ANY GARBAGE, RECYLCING, AND DECORATIONS;
- USE LARGE BROOM IN THE JANITOR ROOM AND DO A SWEEP OF THE FLOOR. YOU ARE NOT REQUIRED TO WASH THE FLOOR; HOWEVER, ANY SPILLS SHOULD BE WIPED UP USING ONLY WARM WATER;
- TURN OFF FANS;
- ENSURE ALL WINDOWS AND DOORS LEADING TO THE DECK ARE CLOSED.

FAILURE TO LEAVE THE KITCHEN AND HALL IN A CLEAN CONDITION MAY RESULT IN ADDITIONAL FEES BEING ASSESSED AND FORFEITURE OF THE SECURITY DEPOSIT.

THANK YOU FOR YOUR COOPERATION!