



BAYVIEW COMMUNITY HALL

P O B o x 1 0 6 6 • 5 6 4 2 B a y v i e w R o a d • L a n g l e y , W A 9 8 2 6 0

R e n t a l P h o n e : (3 6 0) 3 2 1 - 5 4 9 4 • s c h e d u l i n g @ b a y v i e w h a l l . o r g

BAYVIEW HALL CLEANING CHECKLIST

<input type="checkbox"/>	Clean up all personal belongings and decorations. Everything that arrived for your event should depart in your care.
<input type="checkbox"/>	Stack chairs underneath balconies so that they are stable and out of the way.
<input type="checkbox"/>	Return tables to rolling storage cart and/or set up as they were prior to your use.
<input type="checkbox"/>	Return other furniture and equipment to their prior locations.
<input type="checkbox"/>	Sweep & dry mop floors. (brooms are located in the supply closet near the main entry).
<input type="checkbox"/>	Remove event advertising posters, banners, and signage.
<input type="checkbox"/>	When using the Kitchen, clean thoroughly & remove <u>all</u> food & waste.
<input type="checkbox"/>	Pick up and remove any trash from the premises. Reline trashcans w/ bags from the storage closet (near the main entry). <i>The Bayview Hall does not have Trash Pickup.</i>
<input type="checkbox"/>	Lock all exterior doors. Close and secure windows (if opened).
<input type="checkbox"/>	Return key to drop box in office (located upstairs on the North side of the balcony)
<input type="checkbox"/>	Turn thermostat setting to "OFF."
<input type="checkbox"/>	Turn off lights at circuit breaker (located on the right hand side of the stage).
<input type="checkbox"/>	Exit through the South exit (toward Hwy. 525). Make sure you have everything! The door will lock behind you.