

## Lower Granville Hall

### Facility Information & Cleanup Checklist

Thank you for renting our Hall. Here is some user information.

- There is a mini-ramp available for the entryway door to connect the threshold to the parking lot ramp. The portable ramp is wooden, and it is stored in the supply closet in the foyer.
- The foyer and exterior light switch is located on the wall inside the main entrance.
- There are two sets of lights in the main hall. One switch is located just inside the door. The second switch is located on the wall outside the kitchen. This switch also controls the hallway light outside the washrooms. The lights are on dimmer switches.
- There are two ceiling fans controlled by two separate switches. The switches are on the wall to the right of the kitchen bar opening.
- A push broom is located in the foyer storage closet. A smaller broom and dustpan are in the kitchen broom closet (south wall near bar).
- Please do not tape anything to or use any tacks on the walls or woodwork.

In the event of an emergency, call 911 and notify the LGH Maintenance Manager, Allan Holtz 902-955-1955, or 902-526-2231.

#### Cleanup Checklist

*Please . . .*

\_\_\_\_\_ Set the furnace thermostat back to 50 degrees (cool weather months) or off (summer).

\_\_\_\_\_ Close all windows. Return the blinds to their original position.

\_\_\_\_\_ Sweep all floors.

\_\_\_\_\_ Put away the wheelchair ramp if used.

\_\_\_\_\_ Turn off the TV monitor and unplug the power cord (if applicable).

\_\_\_\_\_ Turn off all lights.

\_\_\_\_\_ Lock the exit door by the kitchen, and the main entryway door.

For events using the kitchen:

- \_\_\_\_\_ Wash, dry, and put away dishes and kitchen tools.
- \_\_\_\_\_ Remove your event food from the refrigerator and take it with you.
- \_\_\_\_\_ Wipe down all kitchen surfaces.
- \_\_\_\_\_ Wipe down vinyl tablecloths, and remove crumb from tables in main hall.
- \_\_\_\_\_ Wipe up any spills on kitchen floor.
- \_\_\_\_\_ Place paper recyclables and cans/bottles in bins under kitchen bar.
- \_\_\_\_\_ Put compost in green bin on counter top.
- \_\_\_\_\_ Bag up garbage and place bags in the foyer.
- \_\_\_\_\_ Leave dirty/wet kitchen linens in the kitchen sink.