



BELL CANYON SOCIAL HALL FACILITY MAINTENANCE CHECKLIST

The Bell Canyon Community Center would like to thank you for choosing our facility for your venue. To ensure that this facility will continue to be available for enjoyment we request that the area be returned to the same condition in which it was found. Take a moment to complete the following checklist prior to your departure when your venue ends:

- ◇ **Are** all decorations and masking tape removed from the walls, posts, tables, chairs, and floors and disposed of in appropriate trash containers? If floors are littered with debris a commercial vacuum is located in the kitchen for your use.
- ◇ **Has** the caterer removed all food/trash/debris from the kitchen, including food from the refrigerator and freezer, placed trash in the outside dumpsters, wiped all counters clean, and cleaned the floor? DO NOT dispose of meats, rice, pasta or vegetables in the sink disposal. Trash bags and mop equipment is located in the kitchen.
- ◇ **Has** the caterer removed all trash, bottles, cans, etc. from the bar area, cleaned the floor and wiped the bar counters down?
- ◇ **Are** all food spills cleaned from the floor and equipment?
- ◇ **Have** all rubbish containers been emptied, bagged and placed in the outside dumpsters?
- ◇ **Has** all trash been picked up in the restrooms and placed in the trash receptacle?
- ◇ **Have** you left anything in the coatroom? Please check the room for all personal items and remove.
- ◇ **Have** your vendors removed all their rental equipment completely from the hall?
- ◇ **Please report any damages, stains, etc., to Bell Canyon Management as soon as possible after your venue is over.**

BEFORE LEAVING THE SOCIAL HALL PLEASE MAKE SURE ALL LIGHTS ARE
TURNED OFF, THE HVAC SYSTEM IS TURNED OFF, AND ALL DOORS ARE
LOCKED. DROP SOCIAL HALL KEYS THROUGH THE EVELOPE DROP IN BCA
OFFICE, SUITE 8.

**Thank you for your patronage and we sincerely hope you and your
guests enjoyed our facility.**