



RMCC

Readymade Community Centre

Box 1523 Coaldale, AB T1M 1N3

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Phone: 403 894-9456 or 403 308-8288

CHECKLIST FOR CLEAN UP

Address to acquire liquor licence:

SW ¼ 2-9-19 west of the 4th

Municipal Address -90005 Highway 512 north

Main Hall

- ___ Wipe down tables
- ___ Put tables and chairs away into storage room #1
- ___ Sweep the hardwood floor (please do not mop)

Bar Area

- ___ Wipe the pass through
- ___ Wipe down the counters
- ___ Wipe wall in front of bar area
- ___ Make sure cooler is cleaned out and wiped down
- ___ Sweep and mop linoleum in bar area
- ___ Turn switch to unoccupied when you leave this area
- ___ Turn off the overhead fans
- ___ Ensure the microphone is put away

Bathrooms

- ___ Sweep floors
- ___ Mop if necessary
- ___ Wipe down counters

Kitchen Area

- ___ Put plates away in carts
- ___ Put cups in grey trays
- ___ Put glasses in green trays
- ___ Park plate, glass and cup trays in the correct locations
- ___ Wipe down counter tops
- ___ Rinse and wipe out sinks and stainless steel counters
- ___ Make sure ovens are clean inside
- ___ Wipe down the stainless steel ovens
- ___ Rinse and wipe down the stainless steel dishwasher and turn off
- ___ Wipe the pass trough
- ___ Take all food out of stainless steel fridge and wipe down
- ___ Sweep and mop linoleum
- ___ Turn switch to unoccupied when you leave the kitchen
- ___ Take all the garbage to the front garbage bin

Barbecue Area

- ___ Clean the barbecue with the brush
- ___ Wipe down all stainless steel
- ___ Use stainless steel spray to shine up the front of the unit
- ___ Sweep out the area inside the shelter
- ___ Ensure the door is closed

Thank you,
Readymade Community Association

Any comments please write them here and leave them for the person picking up the key.