

May 1, 2007

## **FERNIE FAMILY CENTRE – CLEANUP RESPONSIBILITIES**

It has been brought to our attention that when the Renters are hosting Special Events where, the food and the kitchen equipment is provided by the “caterers”, the person or persons catering are **NOT** complying with the cleanup procedures in the kitchen area.

The following cleanup procedures shall be complied with **IMMEDIATELY** after the event is completed:

- 1. The Caterer is responsible for the sanity cleanup of kitchen facilities, appliances, equipment, floors, etc.**
- 2. All food shall be removed off the premises (i.e. fridge, cooler, counters, range etc.).**
- 3. All dishes, pots, pans, utensils and equipment shall be removed off the premises.**
- 4. The kitchen range shall be cleaned and left “free of grease” (check grease catch).**
- 5. There is no dishwasher. The food on the dishes shall be removed PRIOR to placing the dishes in the sterilizer. The sterilizer shall be cleaned and left free of any food particles.**

The Renter has been instructed that if the Renter or Caterer has **NOT** complied with the above cleanup responsibilities when the janitor is ready to commence his duties, he shall then complete the Renter’s and Caterer’s duties and the Renter shall be charged and deduction made from the \$150.00 damage deposit.

**For further clarification, please do not hesitate to contact the undersigned at 423-6127.**

**Your cooperation in this matter is greatly appreciated.**

**Yours truly,  
Fernie Family Centre**