

DEVON ROOM (#100, 8702 – 91 Avenue, located on the west side of the building)

DATE OF EVENT: _____ RENTER: _____

Facility access to Devon Community Hall: To access the Hall please go to the Bold Center Guest Services Desk 15 minutes before your event is scheduled to start and sign-out the keys for the facility. NOTE: the keys have to be returned to the Guest Services Desk once your event has ended. **(INITIALS: _____)**

Issues/Concerns while in the facility? To contact the front desk staff, please use the kitchen phone, located by the back door. Dial 6376 (internal call), indicate who you are, the facility you're in and the issue/concern. The front desk staff will then radio a Facility Operator or Custodian to go down and take care of your issue/concern. **(INITIALS: _____)**

Smoking? Smoking is not allowed in the facility and must be done 5 meters away from any doorway. **(INITIALS: _____)**

Fire Alarm? If the alarm goes off you and your guests must exit the facility and meet up at the Muster Point sign which is located under Section S of the back parking lot **(see Map on back page)**. You will not be allowed to access the facility until given the all clear by Lac La Biche County staff. **(INITIALS: _____)**

RESPONSIBILITIES OF THE RENTER: *It is the responsibility of the Renter to make sure the facility is left in the same condition as when first arrived. The checklist below will give the Renter direction when it comes to cleaning the facility at the conclusion of their event.*

Devon Room/Bar/Kitchen Clean-up Instructions Check-List

Devon Hall & Bathrooms Check-List

- | | | |
|--------------------------|--------------------------|--|
| YES | NO | |
| <input type="checkbox"/> | <input type="checkbox"/> | Garbage & cardboard boxes removed & placed in the bins located at edge of parking lot. |
| <input type="checkbox"/> | <input type="checkbox"/> | Tables have been wiped clean – ONLY if Renter did not use a tablecloth. |
| <input type="checkbox"/> | <input type="checkbox"/> | Floors spills & dirty areas mopped up. |
| <input type="checkbox"/> | <input type="checkbox"/> | Washrooms: counters to be wiped down & all garbage placed in green bin outside the building. |
| <input type="checkbox"/> | <input type="checkbox"/> | Coatroom removal of all unclaimed articles. |
- Note 1: the Renter is not required to sweep the floors.*
Note 2: the Bold Center staff will tear down the tables, chairs, stage, projector/screen, etc.

Devon Hall BAR Check-List

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Garbage & recycling removed & placed in the green bins located at the edge of parking lot. |
| <input type="checkbox"/> | <input type="checkbox"/> | Floor is mopped, including cooler floor. |
| <input type="checkbox"/> | <input type="checkbox"/> | Counters & sink is cleaned. |

Devon Kitchen Check-List

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Grill, stove tops/ovens, convection ovens, steamers, heat & hold ovens, char broiler, food warmer, steam tables, etc...if used must be cleaned according to instructions sheet located in the kitchen. |
| | <input type="checkbox"/> | ➔ <i>Meat Slicer: after cleaning & dried, spray with sanitizer and let dry.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | All counter tops, carts, tables, & sinks have been washed. |
| | <input type="checkbox"/> | ➔ <i>All food surfaces sprayed with sanitizer and let dry.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | All kitchen items dried & returned to their rightful place in the cupboards. |
| <input type="checkbox"/> | <input type="checkbox"/> | Coffee urns have been cleaned, dried and left on the island counter with their tops off. |
| <input type="checkbox"/> | <input type="checkbox"/> | Towels & cleaning rags must be left in the green basket under the kitchen sink. |
| <input type="checkbox"/> | <input type="checkbox"/> | Floors to be swept and mopped. |
| <input type="checkbox"/> | <input type="checkbox"/> | Garbage & cardboard boxes removed & placed in the green bins located at edge of parking lot. |
| <input type="checkbox"/> | <input type="checkbox"/> | Grease collector, from the stove, emptied and disposed of in bin located outside back kitchen door, to the right. |

Custodial Comment(s): _____

Post-inspection Satisfactory? YES or NO (circle one)
Date of Inspection: _____
Custodial staff name: _____



Bold Center Evacuation (Main Floor)

Address: 8702-91 Ave



- Fire Extinguisher
- First Aid
- Fire Pull Station
- Defibrillator (AED)
- Muster Point
- Evacuation Route

FIRE AND INJURY

1. In case of fire activate the building fire alarm system.
2. Telephone **911** and give name, telephone number, location and nature of the fire.
3. Evacuate the area ensuring all personnel are out of the building and all doors and windows are closed. (Evacuate according to map posted at all exits).
4. If comfortable, attempt to extinguish a small fire. A fire extinguisher is located in designated areas on evacuation map. If fire is out of control, leave the area immediately.
5. Meet Emergency Designate personnel at Emergency staging location or Fire department personnel, and advise them of the fire location and hazards.
6. Report any use or problems with fire extinguishers to Safety Services. Emergency Response equipment is provided in the specified areas.

PERSONNEL INJURY

1. Do not move seriously injured person(s) unless there is a danger to the injured person's life. DO NOT endanger your own life.
2. Telephone **911** and request an ambulance if needed.
3. Get medical assistance for injured personnel. The nearest medical help for the area is William J. Cadzow Health Center.

