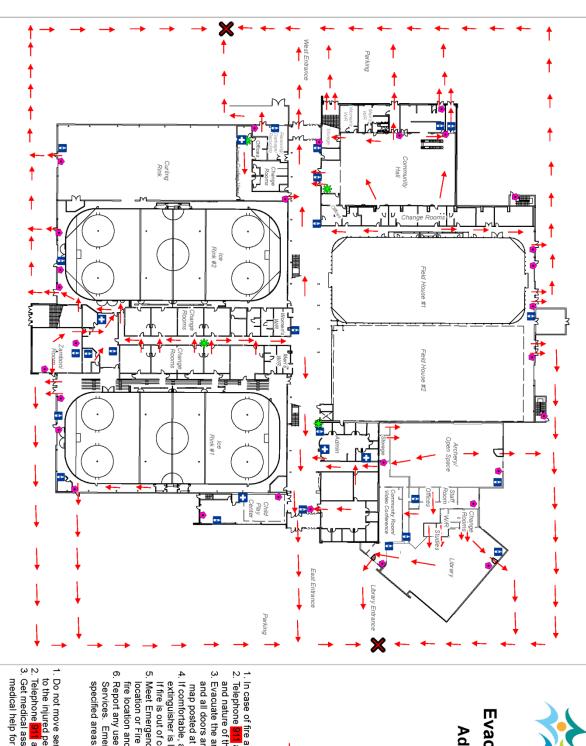




Bold Center Community Hall (#100, 8702 – 91 Avenue, located on the west side of the bldg)

DATE OF EVENT:	RENTER:
<u>Facility access to the Bold Center Community Hall:</u> 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. <u>NOTE</u> : the keys have to be returned to the Guest Services Desk once your event has ended. (INITIALS: /	
door. Dial 6376 (internal call), indicate who you are then radio a Facility Operator or Custodian to go doos smoking? Smoking is not allowed in the facility and Fire Alarm? If the alarm goes off you and your guest	must be done 5 meters away from any doorway. (INITIALS: /) is must exit the facility and meet up at the Muster Point sign which is is Map on back page). You will not be allowed to access the facility until
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	
Bold Center Community H	all/bar/kitchen Clean-up Instructions Check-List
Community Hall & Bathrooms Check-List	Kitchen Check-List
YES NO	Grill, stove tops/ovens, convection ovens, steamers,
 Garbage & cardboard boxes removed & place the bins located at edge of parking lot. Tables have been wiped clean – ONLY if Rendered did not use a tablecloth. Floors spills & dirty areas mopped up. Washrooms: counters to be wiped down & garbage placed in green bin outside the buil Note 1: the Renter is not required to sweep the hall washroom floors. Note 2: the Bold Center staff will tear down the table chairs, stage, projector/screen, etc. 	heat & hold ovens, char broiler, food warmer, steam tables, etc.; if used must be cleaned according to instruction sheets located in the kitchen. Meat Slicer: after cleaning & dried, spray with sanitizer and let dry. All counter tops, carts, tables, & sinks have been washed. All food surfaces sprayed with sanitizer and let dry. All kitchen items dried & returned to their rightful place in the cupboards. Coffee urns have been cleaned, dried and left on the island counter with their tops off to air dry!!
Community Hall BAR Check-List	Towels & cleaning rags must be left in the green
 Garbage & recycling removed and placed in green bins located at the edge of parking log Floor is mopped, including cooler floor. Counters & sink are cleaned. 	
Custodial Comment(s):	Post-inspection Satisfactory? YES or NO (circle one) Date of Inspection:
	Custodial staff name:





Evacuation (Main Floor) Bold Center



Address: 8702-91 Ave

- Fire Extinguisher
- First Aid

+

- Fire Pull Station
- Defibrilator (AED)
- Muster Point
- **Evacuation Route**

FIRE AND INJURY

- In case of fire activate the building fire alarm system.
 Telephone 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).
- 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.
 Meet Emergency Designate personnel at Emergency staging location or Fire department personnel, and advise them of the
- Report any use or problems with fire extinguishers to Safety Services. Emergency Response equipment is provided in the fire location and hazards.

PERSONNEL INJURY

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

Updated Produced: Aug., 2011 BOLD_Center_Main_Floor.pdf