

REMEMBER TO CLEAN UP AFTER YOUR EVENT

The Town of Shelburne encourages event organizers to use this checklist as a guideline for cleaning up after your event.

DON'T FORGET THE BASICS

- Pick up all litter
- Empty all trash cans and place trash and recycling near the road
- Cardboard is to be broken down and placed adjacent to the trash
- Check the washrooms
- All counters and sinks wiped clean



KITCHEN CLEANLINESS

- Ensure water is off
- All leftover food removed and properly disposed of from refrigerators and freezer
- Kitchen exhaust system turned off
- All counters and sinks wiped clean
- Kitchen floor swept and mopped
- All tables and chairs thoroughly wiped and cleaned

LIGHTS AND LOCK CHECK?

- Did you ensure that the lights are completely off?
- Lock all doors?
- Did you return thermostats to original settings (adjustments are rarely needed)



WHO TO CALL

- For emergencies call 911
- For problems with the facility or issues with the cleanliness outside of regular office hours call Public works at 519-939-1342

**THANK YOU RENTING A TOWN OF SHELBURNE FACILITY.
PLEASE LEAVE THE FACILITIES AND PARKS IN THE SAME
CONDITION THAT YOU FOUND IT.**

Read more at shelburne.ca