



MEMO

To: All District Custodial Staff
From: Roy Paul, Manager of Custodial Services
CC: Dale Churchill, Director of Operations
Date: April 8, 2008
Re: Church Rentals

This memo is to clarify the expectations for the overtime allotted for rentals.

*At no time is site custodial cleaning time to be used to facilitate **weekend** rentals nor are you to use your break period on Fridays prior to the rental for set up.

Areas to be used by the rental must be cleaned Friday as if you are cleaning it for school use on Monday morning. It may be necessary to adjust your routine to accommodate weekend rentals.

The renter is paying for cleaning, opening and closing only.

- Arrive to open exterior gates and building 15 minutes prior to the time indicated on the rental agreement.
- Set up is to be done by the Church set up committee. The custodian provides access to the resources as indicated on the rental agreement.
- Open only those areas that are indicated on the rental agreement.
- Check with renter to ensure that all is in order.

Custodian may leave at this point.

- Return to the site 15 minutes prior to the end of the rental as indicated on the rental agreement.
- Lock facility at the end of the rental time indicated on the rental agreement.
- Clean all areas indicated on the rental agreement including all washroom areas used. All floors are to be swept and damp spot mopped or use the ride on scrubber for larger areas. All garbage produced by the renter is to be removed to the outside bin.

It is important the allotted time be used to ensure the site is ready for school on Monday with no additional burden being placed on assigned allotted cleaning or extra duty time.

Your cooperation and assistance is appreciated. Failure to provide a satisfactory cleaning standard for school operations on the following Monday may result in your loss of overtime privilege.