As part of the Vancouver Arts Centre COVID Safety Plan we ask that you do the following at the end of your hire of this room.

- Remove all items such as hirer's equipment, refuse and any other personal belongings from the room. Wash and dry cups, plates, and any equipment used, and store them correctly.
- Ensure all chairs, tables, modular walls, hanging systems and any other equipment belonging to the venue are cleaned, returned to the designated storage areas, and stored correctly.
- Sweep the floor.
- Wipe down any tables, chairs, equipment used or other frequently touched objects with the provided disinfectant spray and wipes.

After cleaning please dispose of any disposable cloths used in the rubbish bin. If the bin is full, please empty into outside bins - located on the far eastern side of the building. Please notify staff if you require additional cleaning materials.

Room cleaned by:	Signature	Date