

Exhibit A

Gibson Hall Kitchen Use and Cleaning Requirements

The Gibson Hall kitchen is approved as a warming/catering kitchen and is approved only as a warming/reheating facility. By King County law, that means you may reheat in our facility, but may not cook or prepare food on site. Additionally, we do not have commercial dishwashing facilities so all items must be taken offsite for cleaning.

NOTE: You will need to provide all serving pieces and warming items such as:

- Hand Towels
- Bottle openers
- Oven Mitts
- Power Cords / Extension Cords
- Paper Towels
- Coffee, sugar, cream, stir sticks, etc.
- Wine Corkscrews
- Containers or plastic wrap
- Serving or Preparation utensils (large spoons, spatulas, knives, etc.)

Kitchen Area (Cleaning Supplies are provided by Gibson Hall)

- **Clean all borrowed items** (coffee pots, bowls, urns, vases, etc.)
- **Clean all surfaces:**
 - Sinks
 - Counters and back splashes
 - Stovetop and Oven area
 - Refrigerator shelves
 - Microwave
 - Rolling Cart
- **Kitchen Floor:**
 - Clean floor mats/carpet runners
 - Sweep and Mop Floor
- **Garbage:**
 - Remove all garbage and recycling from bins in the kitchen. Dumpsters are located outside in the garbage enclosure.
 - Replace all liners in each bin.

Restroom Facilities:

- Remove trash from bins and replace liners as needed.
- Clean toilets as needed.
- Clean floors as needed. Do not leave floor dirty and sticky.

The Main Floor (Hall Area):

- Remove all decorations and personal items
- Clean any tables and chairs used.
 - Wipe down all tables with approved cleaning agent and paper towels before returning them to the back store room
 - Leave chairs in main room and place them against the wall, facing towards the center of the room so that Staff will cleanse them with approved cleaning agent after you depart.
- Clean and Vacuum Floor
 - Clear all trash and large items off the floor. The vacuum may be impeded by large debris.
 - Vacuum Floor and inspect
 - Spills: carpet cleaning supplies provided for carpet spills.
- Gas Fireplace (Turn off via switch next to fireplace)
- Turn off all lights.

Securing Gibson Hall

- Close and Lock the Front Door Deadbolt.
- Ensure back storage room storm door is locked.
- Front middle door is closed and secure. Lock is latched.
- Kitchen door is not set to open freely. The lever on the inside of the door can be turned to allow the door to be opened without a code after you enter. Ensure that this lever is set to not allow entry into the Hall and verify by closing the door and ensuring the door does not open freely.

Gibson Hall Exit Checklist

Due to the COVID-19 pandemic, the Kiwanis Club of Issaquah has adopted new exit checklist procedures consistent with the guidelines from the State of Washington Governor's Office, the Centers for Disease Control (CDC) and Seattle-King County Public Health Department. Because guidelines may change on short notice, depending upon the nature of the public threat, Kiwanis Club of Issaquah reserves the right to amend these exit requirements – with notice- at any time. If you have questions, please contact the Gibson Hall Rental Agent by sending an email to: gibsonhall@issaquahkiwanis.org or leave a voicemail message at **425-392-4016**.

General COVID-19 Requirements: Remember that this facility is used by many people each week. Protect all others who use the facility by following rules and cleaning thoroughly.

	Renters must wear masks that cover mouth and nose at all times
	Wash hands frequently. Use provided gloves during exit cleaning
	Follow the six-foot rule for social distancing
	No preparation of food in the kitchen. Prepared foods and pre-packaged foods, delivered pizzas and so forth are allowed. Use gloves or utensils (not bare hands) to distribute food.
	Renter is to thoroughly wipe down all high-touch surfaces, including common work surfaces, doors, door handles, windows, light switches, chairs and tables with a disinfectant cleaner and wipes.

Exit Checklist:

	All Areas: Decorations and personal items removed
	All Areas: Any damage to facility noted
	All Areas: Renter wipes down all high touch areas before exiting.
	Tables: Cleaned with approved cleansing agent, wiped down and dried with paper towels and returned to designated location in back room. The cleansing agent will be provided by Kiwanis and will be available in a designated place in the kitchen
	Chairs: Leave the chairs in the main room lined up against the walls and facing to the center of the room. Staff will cleanse with an approved agent after you depart
	Main Area: Carpet spills cleaned up
	Main Area: Carpet Vacuumed
	Main Area: Fireplace turned off
	Main Area: Window sills clean
	Bathroom: Sinks and toilets wiped down and clean
	Bathroom: All surfaces sprayed, wiped down and dried with approved cleansing agent and paper towel
	Bathroom: Trash removed and new trash liners put in garbage bins
	Bathroom: Floor clean and personal items removed
	Kitchen: All countertops, surfaces (such as microwave, refrigerator doors, stove top, etc.) and sinks cleaned with approved cleansing agent, wiped down and dried with paper towels
	Kitchen: Any utensils or other kitchen items washed and returned
	Kitchen: Carpet runners cleaned
	Kitchen: Floor swept and mopped. Do Not leave floor sticky or dirty.
	Kitchen: All Garbage and Recycling bins emptied and taken out to garbage dumpster area and new liners put back into all bins
	Security: Ensure door in back room storage area is locked
	Security: Ensure front door is latched and locked
	Security: Ensure middle door is latched and locked
	Security: Ensure kitchen door does not open freely. Toggle latch on inside
	Walkthrough: Before leaving, walk through Gibson Hall one last time to ensure that all areas have been cleaned. Turn thermostat down to 60 degrees and turn off all lights before leaving.