

CLEANING CHECK LIST FOR HIRERS OF THE HALL AND ITS GROUNDS

All equipment (tables, chairs etc) must be wiped (disinfected) in line with Covid-19 hygiene rules and returned to their original locations.

Any village hall crockery, cutlery or glassware must be washed and returned to its original location. Any breakages must be reported to the Village Hall representative or the Booking secretary.

ALL RUBBISH AND RECYCLING MUST BE TAKEN AWAY BY THE HIRER.

The cleaning materials cupboard is located next to the cloakroom in the main entrance to the Hall. All cleaning materials and equipment must be returned to this cupboard and left tidy.

Check List of Covid-19 compliant Cleaning Tasks to be carried out by the Hirer before hand-back	DONE
TOILETS (Ladies, Disabled and Gents) ALL CONTACT SURFACES MUST BE WIPED/DISINFECTED	
• Washbasins clean	
• Toilets flushed and clean	
• Floor clean (and washed if necessary)	
• ALL rubbish removed (including nappies etc)	
KITCHEN – ALL CONTACT SURFACES MUST BE WIPED/DISINFECTED	
• Work surfaces clean	
• Bar area and shelves cleared and clean	
• Bar screen lowered to maintain fire integrity	
• Mini freezer clean, turned off and door left slightly open	
• Fridge clean, food/drink removed	
• Cookers clean	
• Microwave oven clean	
• Sink and draining board clean	
• Dishwasher emptied, drained and turned off	
• Kettles and urn(s) empty and clean	
• Glasses, crockery, cutlery, trays etc clean and put away	
• Floor swept and washed	
COMMITTEE ROOM – ALL CONTACT SURFACES MUST BE DISINFECTED	
• All surfaces clean and chairs wiped	
• 8 tables set out down the centre (4 rows of 2), wiped	
• 30 chairs (12 around table and remaining in 4 stacks in the corners of the room)	
• Floor vacuumed and washed if necessary	
MAIN HALL – ALL CONTACT SURFACES, HANDLES ETC MUST BE DISINFECTED	
• Walls clear of decorations and blue tack or similar	
• Fire doors secure, handles wiped	
• Floor swept or vacuumed, and washed if necessary	
ENTRANCE HALL	
• Tidy cloak room, Door handles to be wiped/disinfected	
• Vacuum carpet and mat	
• Clear area outside including rubbish (especially cigarette butts!)	

In case of queries during the booking, please contact the Village Hall representative allocated to the booking.
Thank you.