

# Cleaning Checklist

The Hirer must ensure that these tasks are completed prior to the completion of hire.

Please use this list to check that all tasks have been completed to ensure that the complex is left in a clean and tidy condition for the next user group.

It must be signed by the Lessee, to confirm that the tasks have been completed, and then left on the bench in the kitchen for collection by the Brown Hill Community Hall Committee member or representative inspecting the hall.

Cleaning equipment is in the store room at the Humffray St end of the Hall. This will contain mop, bucket, brooms and cleaning products.

	Completed ✓
<b>General</b>	
• All lights and fans are to be turned off.	
• Any defects to be recorded on the Comments section on this form.	
• Remove all decorations – Decorations should be put up with blue tack, so as not to cause damage. Decorations should not be placed on the heaters or fans. Please remove all decorations & blue tack when you leave.	
<b>Kitchen</b> (cleaning products incl. mops & brooms are located in the kitchen)	
• All dishes are washed and put away	
• Oven and Stove to be cleaned and turned off	
• Urns emptied and turned off	
• Benches cleaned and sanitised	
• All bins emptied into the supplied wheelie bins, which are located outside at the bottom of the ramp in the wooden alcove.	
• Bins cleaned.	
• Fridge emptied, cleaned and left on.	
• Kitchen Floor is to be swept and mopped with Dettol floor wipes system (these are located in the kitchen).	
<b>Meeting Room 1</b>	
• Furniture to be returned to original position.	
• Tables cleaned.	
• Floor vacuumed.	
<b>Meeting Room 2</b>	
• Furniture to be returned to original position	
• Tables cleaned.	
• Floor swept.	
• If necessary, floor is to be mopped as per floor cleaning guidelines	

