

Cleaning Checklist.

Copies of this checklist are to be found near the Terms of Hire Folder found at side entrance way.

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.

Soft Broom is in the store room.

Kitchen cleaning equipment is under the sink.

General	Completed
* All lights, fans and air conditioners to be turned off.	
* Any defects to be recorded on the comment section on this form and left out on entrance table.	
* Remove all decorations.	
Kitchen	
* All dishes are to be washed and put away.	
* Oven, stove and microwave to be clean 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 wooded alcove.	
* Bins cleaned.	
* Fridge emptied, cleaned and left on.	
* Kitchen floor is to be swept.	
Meeting Room 1.	
* Furniture to be returned to original positions.	
* Tables cleaned.	
* Floor vacuumed with stick vacuum .	

Meeting Room 2.	
* Furniture to be returned to original positions.	
* Tables cleaned.	
* Floor swept with soft brooms.	
Main Hall.	
All furniture to be returned to the original positions. (Furniture must not be dragged across the floor.)	
* Floor must be clean and dirt free.	
* All timber floor to be swept with soft brooms.	

Comments. _____

Name: _____ Date of Hire : _____

Signed: _____