

Arnesby Village Hall

Cleaning Schedule and Instructions

Frequency

The village hall is to be cleaned weekly.

Cleaning must take place on an agreed day between 4pm and 6pm to avoid times when the hall is in use. The day may be altered by agreement if there is a hall booking which goes beyond 4pm.

Colour Coding

The Village Hall Committee has adopted a colour coding system for cleaning materials and equipment (including PPE) as follows:

Red – toilets

Green – kitchen

Blue – general areas

To avoid cross-contamination the correct colour items should be used for the specified areas.

Storage

All cleaning materials etc are to be kept in the locked storeroom and only used by persons authorised by the Village Hall Committee.

Replenishment

The Chair of the Village Hall Committee will replenish materials and equipment upon request.

Health and Safety

A risk assessment is to be completed by the Chair of the Village Hall Committee and a copy given to the cleaners.

Cleaners must use materials and equipment in compliance with the manufacturer's recommendations.

Any H&S safety incidents such as accidental spillages of corrosive materials or breakages must be reported the same day to the Chair of the Village Hall Committee.

The cleaner must wear the apron and rubber gloves provided as PPE.

Schedule

Area	Requirements
Toilets (Red)	<p>Mop floor using floor cleaner.</p> <p>Clean interior of toilet pans and urinals with brushes and toilet cleaner</p> <p>Wipe down exterior surfaces of WC pans and seats\covers with disposable anti-bacterial cloths.</p> <p>Wipe down exterior of urinals with anti-bacterial cloths.</p> <p>Wipe down interior and exterior of wash hand basins with fresh anti-bacterial cloths</p> <p>Replenish soap and paper towel dispensers from store.</p> <p>Use anti viral spray\cloths on all surfaces that may have been touched by users – handles, light switches, etc</p> <p>Clean windows, sills, walls and pipes etc as necessary with the appropriate spray and cloths.</p> <p>Empty bins into black plastic bag for disposal in bin by the shed.</p>
Kitchen (Green)	<p>Mop floor using floor cleaner.</p> <p>Wipe down all work surfaces and sinks with anti-bacterial cloths.</p> <p>Wipe down cupboard doors with anti-bacterial cloths</p> <p>Clean windows, sills, walls and pipes etc as necessary with the appropriate spray and cloths.</p> <p>Use anti viral spray\cloths on all surfaces that may have been touched by users – handles, light switches, etc</p> <p>Remove contents from fridge and wipe down interior and shelving with anti-bacterial cloths.</p> <p>Dispose of any fridge contents which are out-of-date or mouldy.</p> <p>Empty bins into black plastic bag for disposal in bin by the shed.</p> <p>Place any plates, cups etc left out in appropriate cupboard.</p> <p>Remove dirty washing up towels for laundry and replenish from store.</p> <p>Replenish soap, washing up brushes etc as necessary from store.</p>

Area	Requirements
Entrance Hall (Blue)	<p>Mop lino floor using floor cleaner.</p> <p>Use anti viral spray\cloths on all surfaces that may have been touched by users – handles, light switches, etc</p> <p>Clean glass, walls and pipes etc as necessary with the appropriate spray and cloths.</p> <p>Wipe down all other surfaces as necessary with anti-bacterial disposable cloths.</p>
Main Hall (Blue)	<p>Sweep the timber floor</p> <p>Use flat floor mop with damp cloth to clean the floor</p> <p>Use electric floor polisher to clean the floor once a month.</p> <p>Clean windows, sills, walls and pipes etc as necessary with the appropriate spray and cloths.</p> <p>Use anti viral spray\cloths on all surfaces that may have been touched by users – handles, light switches, etc</p>
Store (Blue)	<p>Tidy up store and note materials or equipment which needs re-stocking. Inform Chair of Village Hall Committee.</p>
Chair store	<p>This is not included in the cleaning schedule</p>