



**Checklist for hirers
September 2020**

Please ensure that you have the names and contact details of everyone who will be visiting the hall and please ask everyone to use the hand sanitisers on arrival and departure.

Cleaning of regular used surfaces before/during and at end of hire

	√
Entry door handles	
Hall door handles	
Kitchen surfaces	
Kitchen door handles	
Kitchen taps	
Kitchen cupboard handles	
Appliance handles	
Tables	
Lobby door handle	
Toilet door handles	
Taps	
Users advised to use sanitiser on entering/exiting the hall and wash hands regularly	
Users asked to maintain social distancing	
Users to advise promptly if displaying C19 symptoms within 7 days of visiting the hall	
Contact details for all users obtained	

Booking and date	Signed