

CLEANING SCHEDULE ..post pandemic with care

This list is not exhaustive and should provide guidance to reduce the risk of passing infections to one another, this is important for all hirers.

We provide various safety PPE equipment for our volunteers, Ventilation is a key to help any reducing risks.

Each & every **TOUCH POINT should** be cleaned/ wiped from point of entry, key pad, door handles, switches, chairs, tables, door pushes, kitchen, shutter & equipment, toilets & bannister (if using upper rooms).

HIRERS should be undertaking this prior to start and following sessions, floors must be wiped , any substances stuck to floors must be removed e. Toilets and kitchen left as found.

Brooms kept under staircase, mops for toilets in access loo. There's no need to saturate floors, lightly mop to avoid accidents.

OUR VOLUNTEER CARETAKERS ensure the premises are clean before each booking, but some events can follow others, therefore it's crucial everyone 'does their bit' to ensure the premises are a safe environment. After events to secure refund of your deposit, ensure the premises are returned as you found it. This includes keyholders.

Materials are provided, make sure you ask our caretaker if unsure but if there is a problem, please contact us asap.

Ask the caretaker for help and check everything you will require is provided within reason.

BIRCHWOOD BOILER HOUSE COMMUNITY HALL

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