

# Charlton Village Hall



## CLEANING CHECK LIST FOR HIRERS OF THE HALL AND ITS GROUNDS

- All equipment (tables, chairs etc) must be wiped and returned to their original locations.
- Any village hall crockery, cutlery or glassware must be washed and returned to its original location.
- Basic cleaning materials can be found in the cupboard located under the sink in the kitchen.
- All cleaning materials and equipment must be left tidy. Used cloths should be left by the kitchen sink.

**N.B. ALL BREAKAGES OR DAMAGE MUST BE REPORTED TO THE BOOKING SECRETARY ON THE DAY.  
ALL RUBBISH AND RECYCLING MUST BE TAKEN AWAY BY THE HIRER.**

AREAS	DONE ✓
<b>TOILETS (Unisex &amp; Disabled )</b>	
• Washbasins clean	
• Toilets flushed and clean	
• Floor clean	
• ALL rubbish removed (including nappies etc)	
<b>NB Please inform Booking secretary if further cleaning necessary.</b>	
<b>KITCHEN – ALL CONTACT SURFACES MUST BE WIPED/DISINFECTED</b>	
• Work surfaces clean	
• Fridge clean, food/drink removed	
• Cooker emptied and clean, power turned off	
• Warmer cabinet emptied and clean, power turned off	
• Microwave oven clean	
• Sink and draining board clean	
• Dishwasher emptied, drained and turned off	
• Kettles and urn(s) empty and clean, power turned off	
• Glasses, crockery, cutlery, trays etc clean and put away	
• Floor swept <b>and washed if necessary – use Green bucket and mop</b>	
<b>BAR AREA</b>	
• Floor swept or vacuumed <b>and washed if necessary using Blue bucket and mop</b>	
• Freezer clean, turned off and door left slightly open	
• Fridge clean, turned off and door left slightly open	
• All surfaces clean and wiped	
• Bar Glasses put away under the bar	
<b>MAIN HALL</b>	
• Floor swept or vacuumed <b>and washed if necessary using Blue bucket and mop</b>	
• Walls and surfaces clear of decorations and blue tack or similar	
• Tables wiped down and carefully put away in trolley	
• Chairs correctly stacked in the trolleys	
• Chair cushions clean and dry and put in to zip bags (20 per bag max)	
<b>NB. if any cushions need cleaning, leave out in alcove and inform Booking Secretary</b>	
<b>ENTRANCE LOBBY &amp; REAR LOBBIES</b>	
• Floor swept or vacuumed <b>and washed if necessary using Blue bucket and mop</b>	
• Take all your belongings	
<b>OUTSIDE AREAS</b>	
• Clear and tidy area outside including rubbish (especially cigarette butts!)	

In case of queries during the booking, please contact the Booking Secretary