



FARR COMMUNITY HALL SCIO

Cleaning after Hall use

The following sets out the minimum standard cleaning required by user groups when they have used the hall.

1. For each room that has been used by the hiring group the following needs to be completed:
 - Floors cleaned so that they are:
 - free from debris, dust, grit soil etc, including the corners
 - spills are cleared up
 - surfaces are free from tape and sticky residues
 - edges and corners are free from soil, dust, grit etc ;
 - Light switches, door handles and cupboard handles should be wiped down.
2. Toilets should be flushed and no bodily fluids or faeces left in the bowl. Toilet and sinks surfaces should be wiped so that they are free from smudges, smears, bodily fluids, soap build up.
3. Bins should be emptied and all rubbish removed for disposal by the user group. Surfaces of bins should be wiped down and then the bin replenished with a new bin liner ready for the next users of the hall.
4. If the kitchen has been used
 - all utensils, cooking equipment, crockery etc is cleaned, dried and put away
 - all surfaces are cleaned and wiped to be free of dirt and signs of use
 - Cooker surfaces and oven trays are cleaned and ready for the next person to use
 - Floor Hoover, mop if sticky or wet spills.
 - Ensure that no food is left in the fridge that is out of date.
 - Bins are emptied, cleaned and fresh bin liner inserted.

Cleaning Materials

A hoover, broom dust pan and brush are all available for use. They are stored in the cleaning cupboard which is kept locked due to the materials stored in there. A key is provided to users which will unlock this door.

You will also find bin liners in the cleaning cupboard.