

End of Let Checklist

Kitchen

Wash and put away all clean dishes and cutlery (leave dishwasher running if the cycle is not finished). Wipe down all surfaces using a **green cloth** and anti bac sanitiser. Sweep floor – **green brush**. Place used clothes in the washing bucket.

Ensure the oven and microwave are turned off and clean and take any leftover food from the fridge.

Hub /Community Room

Clear and sweep the community hall and hallway – **blue brush** or scissor sweeper. **Blue cloth** to wipe down the tables. Changing Rooms – Leave clean and tidy for the next user - **blue brush/mop** .

Toilets

Check that all toilets are left in a clean and tidy manner. Use **Red mop** and brush if required. Put any paper towels in the bins If the accessible toilet has nappies in the bin, please dispose of these in the outside bin and put in a new bin liner.

Changing Rooms

Leave clean and tidy for the next user.

Bins

Stick to six PKC policy. See guide at the bins.

- Green bin (general waste)
 - Please empty the green bin into the outside green bin.
- Blue bin (recycling)
 - Please leave the blue bin to be sorted by the Hub.

At the end of the let

Please make sure that you have:

- Carried out cleaning and emptied bins as described above. Dishwasher – emptied or booking secretary informed.
- Reported any damages and/or faults.
- Switched off lights, floodlights and checked the toilet and changing room lights too.
- Return keys, if required.