

Post Hire Cleaning Checklist

No.	Item	<input checked="" type="checkbox"/>
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1	Rubbish and waste should be separated and placed in the appropriate bins.	
2	Surfaces, tables and chairs should be left clear and clean.	
3	Floors must be swept / hoovered and mopped.	
4	Sinks and baby change units are clear and cleaned.	
5	Toilets should be freshly flushed and cleaned, bins should be emptied into the outside bins.	
6	All furniture is replaced in its original layout.	
7	Childrens toys should be wiped, cleaned and tidied away.	
8	All electrical items including lights should be switched off, unless marked otherwise.	
9	All internal doors are closed and external doors should be locked.	
10	Any lost property can be given to a member of staff.	
11	Keys are returned to the pre-arranged location.	

Reporting

1	All accidents and incidents should be written in the Accident Book and reported as soon as possible to the Operations Manager by email at rachelle@cvw.org.uk .
2	Any damage and maintenance issues should be reported as soon as possible to the Operations Manager by email at rachelle@cvw.org.uk .

Contact Details

1	In an emergency please call 07935 646375 Or email dawn@cvw.org.uk , or 07935 647795 tara@cv.org.uk
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Thank you for helping us keep the centre a clean, safe and welcoming space for all.