

ESCRICK & DEIGHTON VILLAGE HALL – END OF BOOKING SESSION CLEANING CHECKLIST:

Please note – the following are applicable if any of the areas referenced have been touched by the users of the hall during their booking

Action	Complete	Comment
Main Hall:		
Door Handles / push plates wiped		
Fire Exit closed and bar cleaned		
Table surfaces wiped		
Floor swept then spray-mopped with disinfectant		
One Way signs brought indoors		
Light switches cleaned		
Edges of mirrors wiped		
Chairs anti-bac'ed with spray mist		
Window handles / curtain rods wiped		
Ladies Toilet		
Seats, flush handles, and cisterns wiped		
Toilet cleaner placed in bowl		
Door locks and edges wiped		
Sink and taps, sink unit and underneath paper towel dispenser wiped		
Bin emptied; bag replaced		
Door handle / push plates wiped		
Gents Toilet		
Seats, flush handles, and cisterns wiped		
Toilet cleaner placed in bowl		
Door locks and edges wiped		
Sink and taps, sink unit and underneath paper towel dispenser wiped		
Bin emptied; bag replaced		
Door handle / push plates wiped		
Disabled Toilet		
Seats, flush handles, and cisterns wiped		
Toilet cleaner placed in bowl		
Door locks and edges wiped		

Action	Complete	Comment
Sink and taps, sink unit and underneath paper towel dispenser wiped		
Bin emptied, bag replaced		
Door handle / push plates wiped		
Kitchen		
Work surfaces cleaned		
Light switch wiped		
Sink and taps wiped		
Underneath paper towel dispenser wiped		
Bin emptied; bag replaced		
Fridge door handle wiped		
Cupboard handles wiped		
Door handles / push plates wiped		
Corridor		
Main entrance door handles wiped		
Bring one way signs indoors		
Wipe light switches		
Check main doors are closed		

Cleaning equipment is to be provided by users ??