

# Cleaning Checklist

We on the village Hall Committee hope you have found the hall to your satisfaction and your event went well. We ask you to take some time before you leave to put the hall back to how you found it when you arrived. Please use the list below to help check everything has been checked:

You will find brushes, dustpan, mop, bin liners and cloths in the tall cleaning cupboard in the kitchen. Cleaning products on the windowsill. The vacuum cleaner can be found in the store room.

1. All decorations removed
2. Wipe down all surfaces (tables, kitchen counters, bar surfaces, widow sills)
3. Chairs stacked on trollies (max 20 per trolley) and returned to bar area/store room
4. Large tables returned to store room and small tables returned to rear lobby
5. Sweep and vacuum all floors and carpets
6. Mop up any spills/mess
7. Cooker emptied and cleaned
8. All crockery & cutlery washed and put away
9. Appliances switched off; cooker, kettles, urn, fridges and freezer (doors left ajar)
10. All taps are turned off
11. Empty bins - Please be sure that you have put any rubbish in the correct bins outside:
  - Blue lidded bins - recycling (no food waste, liquids or black bin liners )
  - Black bin - non-recyclable materials.
  - Green bin - garden waste only

Any rubbish that cannot be fitted in the wheelie bins must be removed from site

12. Toilets cleaned and bins emptied
13. Close all exterior doors (2 x Fire Doors and rear bar door)
14. Windows closed
15. All lights switched off
16. Front door locked