

Cleaning Checklist

To be completed and left in the hall kitchen at the end of your hiring period
Please tick or write n/a as appropriate

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.

- | | Complete |
|---|--------------------------|
| 1. All decorations removed | <input type="checkbox"/> |
| 2. Wipe down all surfaces (tables, kitchen counters, bar surfaces, widow sills) | <input type="checkbox"/> |
| 3. Chairs stacked on trollies (max 20 per trolley) and returned to bar area/store room | <input type="checkbox"/> |
| 4. Large tables returned to store room and small tables returned to rear lobby | <input type="checkbox"/> |
| 5. Sweep and vacuum all floors and carpets | <input type="checkbox"/> |
| 6. Mop up any spills/mess | <input type="checkbox"/> |
| 7. Cooker emptied and cleaned | <input type="checkbox"/> |
| 8. All crockery & cutlery washed and put away | <input type="checkbox"/> |
| 9. Appliances switched off; cooker, kettles, urn, fridges and freezer (doors left ajar) | <input type="checkbox"/> |
| 10. All taps are turned off | <input type="checkbox"/> |
| 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 | <input type="checkbox"/> |
| 12. Toilets cleaned and bins emptied | <input type="checkbox"/> |
| 13. Close all exterior doors (2 x Fire Doors and rear bar door) | <input type="checkbox"/> |
| 14. Windows closed | <input type="checkbox"/> |
| 15. All lights switched off | <input type="checkbox"/> |
| 16. Front door locked | <input type="checkbox"/> |

Contact number during hire period: _____