



Covid-19 Hirer Cleaning List

- Always wear rubber gloves
- Although the hall is regularly cleaned it is always possible that something might have been overlooked. Please give particular attention to the following items at the start and end of your hiring if you have, or intend, using them :
 - Door handles around hall, entrance lobby/corridors
 - Light switches
 - Window catches
 - Tables
 - Chair backs and seats
 - Projection, lighting and sound equipment. Screen pull down handle
 - Kitchen surfaces
 - Sinks/taps
 - Kettle, fridge handles and hot water boiler switches
 - Cooker and microwave controls and handles
 - Dishwasher and cupboard and drawer handles
 - Toilets, door handles, sinks and taps and vanity surfaces
 - Disabled toilet and baby changing surfaces
 - Sweep/mop floor
- **Most items to be cleaned with household cleaning products but the front door combination pad and switches should be cleaned by cloth, not sprayed with disinfectant.**
- **Rubberised or glued surfaces and upholstered surfaces can be damaged by frequent sprays or vigorous rubbing.**

Please Note:

At the present time the cupboard by the toilets will be locked as the card tables cannot be used and the freezer is turned off.

Amendment Record:

Issue 1	16 September 2020	Original document
Issue 1a	7 October 2020	Typing error corrections and change to notice heading.