

Cleaning requirements:

- Check that heaters are turned off
- Tables are to be wiped
- Tables & chairs are to be placed back in designated area
- Carpet areas are to be vacuumed
- Hall floor is to be swept and mopped (including stage)
- All kitchen utensils are to be washed, dried, and stored
- Dishwasher needs to be emptied and turned off
- All items to be removed from the fridge
- Kitchen benches are to be wiped
- Kitchen floor is to be mopped
- All bins (including toilet bins) are to be emptied into outside bins
- All cigarette butts and rubbish to be removed from outside of the hall
- Toilets floors are to be cleaned
- Toilets cleaned, rubbish removed and left in a tidy manner

Hall Floors Cleaning requirements:

- Use specified Flooring Cleaning detergent
- Hall Mop/s only to be used (change hot water regularly)

Note:

Cleaning products and equipment are provided.

Tea towels **are not provided.**