

CLEANING CHECKLIST



Please contact hall manager immediately if a spillage occurs and floor needs to be mopped

- The hirer must ensure these tasks are completed (if applicable).

All Heaters turned off	
All Furniture returned to original position	
KITCHEN	
Appliances turned off (including fridge)	
All dishes washed and put away	
Oven cleaned	
Urns emptied	
Benches cleaned	
Bin emptied	
TOILETS	
Toilets spot cleaned	
Floors swept	
GENERAL	
All Floors swept	
All Carpets vacuumed	
All Rubbish removed	
All Bins emptied/liners replaced	
All Lights turned off	
All Doors closed	
External doors locked	



PLEASE BRING YOUR OWN BIN LINERS.