



## **CLEANING PROCEDURE**

**As at 23 July 2020**

1. Each hirer will be required to do some cleaning before and after their booking. If an instructor has more than one class per booking, they must also carry out cleaning in between classes. Time will be allocated to give each hirer enough time to carry out the required cleaning. If a Hirer does not carry out the required cleaning, their recurring booking will be suspended be referred to the Village Hall Committee.
2. All Hirers must complete the cleaning log for each booking to verify they have carried out the required cleaning.
3. There are gloves and cleaning products in the cleaning caddy which is to be kept in the kitchen in front of the serving hatch to the Chesswood Room. The Hall's cleaners will ensure adequate supplies are in the caddy on each visit to the Hall.
4. Do not spray cleaning products directly onto the light switches and entry keypad – use the antibac wipes.
5. Please put all used paper towels and wipes in the bins in the Hall, Kitchen or Hallway. These bins as well as the waste paper baskets in the toilets will be emptied by the Hall's cleaners on each visit.
6. Please refer to the plan for all cleaning points in the building.
7. Items to be cleaned before and after each booking:

### **External**

- Entry keypad

### **Hallway**

- Entry door handle (outside and inside)
- Light switches
- Exit button
- Bin lids

### **Hall**

- Hall door handles and hand plates
- Light switches
- Bin lids
- Fire escape door bar
- Bi-fold door handle
- Any tables that have been used



- Front of key safe

#### Kitchen

- Kitchen door handles and hand plates
- Taps and sinks
- Bin lids

#### Toilets

- Mens, Ladies and Disabled toilet door handles and hand plates
- Cubicle latches
- Toilet seats and Urinal edges
- Taps and basins
- Engaged/Vacant signs
- Sanitary bin lids

**THAKENHAM  
VILLAGE HALL**



**THAKEHAM**  
VILLAGE HALL

## CLEANING LOG

[illegible]

*example*