

Kenninghall Village Hall

Cleaning responsibilities for Hirers



This is a polite reminder to everyone hiring the hall about their responsibility as hirers to ensure that as well as putting equipment away and tidying up, that you need to clean up after your session. In the case of the additional covid related cleaning, to undertake this before your session starts, and at the end of your session. The village hall operates on a self cleaning basis to ensure that the building is left clean for the next hirer who comes in.

Covid relating cleaning

As set out in SC3 of the 'Special Conditions of Hire during Covid-19' document which all hirers are provided with:

SC3: You will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, taps, wash basins and all surfaces likely to be used during your period of hire **before** other members of your group or organisation arrive and to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used), using either the products supplied (which will be in a clearly accessible location) or your own ordinary domestic products. You will be required to **clean again on leaving**. Please take care cleaning electrical equipment. Use cloths - do not spray!

From a practical point of view this also involves wiping chairs as well – just the parts which are likely to be touched ie along the top, and the seats.

Gloves and wipes are provided for hirers in the entrance lobby, if you do not have your own.

'Normal' cleaning

In **addition** to the covid related cleaning detailed above, please would you remember:

Main Hall - if you have used the Main Hall, please sweep the floor using the V sweeper, or big broom or dustpan and brush which are all currently located in the small store in the main hall (on the same wall as the four emergency exits). Please wipe any tables, and any tablecoverings used.

Kitchen – if you have used the kitchen please wipe the worktops after your session and record this in the book provided in the kitchen. Please also sweep the floor if it is messy. Kitchen cleaning equipment is stored in the cupboard in the kitchen for hirers to use.

Memorial Room – if you have used the Memorial Room, please sweep the floor if it looks messy, and wipe any tables used.

Toilets – check the washrooms at the end of your session and clean the toilets including the seats, and pans if necessary (toilet brushes are provided in the cubicles). As mentioned in the covid special conditions, small groups are advised to just use the disabled toilet, as this will reduce the areas you need to clean.