

END OF HIRE CLEANING CHECKLIST FOR HIRERS OF THE HALL AND GROUNDS

Lord Pirbright's Hall & Receptions Ground
The Green
Pirbright
Woking
GU24 0JE

Email: lph@pirbright-pc.gov.uk
Telephone: 07563 825540

All equipment (tables, chairs etc.) must be wiped (disinfected) down and returned to its original location.

Any decorations must be taken down and removed from the premises.

All food must be removed from the premises along with any serveware of the hirers.

All items owned by the village hall, used by the hirer must be washed, dried, and returned to their original location. Any breakages must be reported to the Secretary in writing as soon as possible. The contact email address is lph@pirbright-pc.gov.uk.

All rubbish and recycling MUST be taken away by the hirer. Bins are provided across the car park. Any bags left outside of the recycling and refuse area will incur a fee to be sorted and removed.

The cleaning pack you receive includes the following:

- Broom
- Dustpan
- Mop
- Bucket
- Floor cleaner
- Non-Toxic Kitchen Anti-Bacterial Spray
- Two Food Recycling Bags
- Non-Toxic Bathroom Anti-Bacterial Spray
- Non-toxic Toilet Cleaner
- Disposable Cloths
- 3 Refuse Sacks
- Small Refuse Bags for cigarette butts

The following page provides a list of cleaning practices to complete by the end of your hire period and as set out and agreed in the Terms and Conditions.

CLEANING CHECKLIST TO BE COMPLETED BY THE END OF HIRE PERIOD

MAIN HALL & COMMITTEE ROOM (if applicable)	COMPLETED
Tables and chairs wiped down	
Tables and chairs returned to their original position	
Floor swept and debris disposed of	
Floor mopped if necessary (squashed food and drinks spillages)	
Windows closed, curtains opened	
All doors secured and double checked from the outside	

KITCHEN	COMPLETED
All work surfaces cleaned	
Bar screen closed and bolted	
Wine cooler and water heater switched off	
Fridge clean and all food removed	
Windows closed	
Sink & draining board clean	
Dishwasher emptied, drained, and turned off (if applicable)	
Any village hall utensils, cutlery or glassware cleaned, dried and put back to their original location	
Cooker emptied and left clean (if applicable)	
Food/plate warmer emptied and switched off (if applicable)	
Floor swept and mopped	

OUTSIDE AREA & GROUNDS	COMPLETED
All rubbish taken away and disposed of correctly	
Empty drinks bottles/cans/glasses to be disposed of correctly	
Cigarette butts to be cleared up and disposed of safely	