



TYNINGHAME VILLAGE HALL

Cleaning and sanitising checklist & schedule:

- All routine cleaning should be undertaken using normal cleaning solutions.
- HOWEVER where it is identified that person/s who have been present in the hall have tested positive for Covid-19 then the hall should be closed for a minimum of 48 hours and a **deep clean** carried out.
- During a deep clean all equipment and surfaces should be cleansed using disposable cloths and using a chlorine based agent.
- The type of event or activity taking place will determine the frequency of hall cleaning.
- At minimum: the hall should have all frequently touched surfaces wiped before the start of an event with a full clean carried out post event /prior to any new activity.

MONTH: _____	TASKS	<i>Please initial/date</i>				
		Week 1	Week 2	Week 3	Week 4	
General	Wipe all door handles, light switches and sanitiser pumps					
	Wipe down benches and fixed furniture and equipment					
	Wipe and replenish all hand gels, soaps and surface sprays					
Toilets	Clean sink and taps					
	Clean cisterns and flush					
	Clean toilet seats					
	Clean urinals					
Kitchen	Clean light switches, surfaces and paper bin					
	Wipe down all surfaces					
	Wash any dishes					
	Clear all rubbish					