

# TYNINGHAME VILLAGE HALL

## Cleaning and sanitising checklist & schedule:

- The type of event or activity will determine the frequency by which the hall should be cleaned and items restocked
- All routine cleaning should be undertaken using normal cleaning solutions.
- HOWEVER where it is identified that a 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.
- At minimum: the hall should have all frequently touched surfaces wiped before the start of an event (this may be carried out by the client e.g dog training classes) 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
<b>General</b>	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				
<b>Toilets</b>	Clean sink and taps				
	Clean cisterns and flush				
	Clean toilet seats				
	Clean urinals				
<b>Kitchen</b>	Clean light switeches, surfaces and paper bin				
	Wipe down all surfaces				
	Wash any dishes				
	Clear all rubbish				