

Strathewen Hall

Cleaning Checklist

Please make sure that you have completed these tasks after your event.

Hall	Damp mop any food and drink spills on the floor. Sweep with material swivel mop or vacuum. Remove any decorations and place in rubbish.
Furniture and equipment	Return to storeroom. Lock storeroom.
Kitchen	Sweep and mop. Wipe down all benches. Clean any appliances used.
Toilets	Clean toilets. Sweep and mop floor. Wipe basin and bench.
Bins	Empty all inside bins and replace bin liners. Place rubbish in wheelie bins outside.
Outside	Pick up any rubbish, cigarette butts and place in wheelie bins.
Heating /air conditioning	Turn off before leaving.
Lights	Turn off before leaving.
Exit Doors	Lock from the outside.

Thank you for your cooperation.