



Strathewen Public Hall Inc.

President:
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Secretary:
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CHECK LIST FOR INSPECTION

**Please note: all cleaning materials and equipment are to be found in the Cleaners' Cupboard, next to the disabled toilet.
Please use as labelled.**

✓ MAIN HALL

	CLEAN FLOOR – SWEEP AND CLEAN UP ANY SPILLS CLEAN FLOOR IN CORRIDOR LEADING TO KITCHEN AND TOILETS
	BOLT & LOCK FRONT ENTRY DOORS
	BOLT & LOCK STORE ROOM DOOR
	LOCK DOOR TO CORRIDOR
	TURN OFF LIGHTING
	TURN OFF CEILING FANS / COOLING / HEATING (IF USED)

✓ MEETING ROOM

	CLEAN FLOOR – SWEEP AND CLEAN UP ANY SPILLS
	ENSURE EXTERNAL DOOR IS CLOSED
	SWITCH OFF BOILING WATER UNIT (power point is in cupboard under sink)
	ACCESS DOOR TO OPERABLE WALL IS TO BE CLOSED. (DO NOT OPERATE THE OPERABLE WALL ITSELF)
	CLOSE AND LOCK WINDOWS (IF USED)
	ENSURE LIGHTS AND FAN SWITCHES IN OFF POSITION (NOTE: LIGHTS ON SENSOR AND SHOULD NOT HAVE BEEN ALTERED)
	TURN OFF CEILING FANS / COOLING / HEATING (IF USED)

✓ **TOILETS (Including DISABLED)**

	CLEAN FLOORS AND CUBICLES –SWEEP AND DAMP MOP
	CLEAN TOILET BOWLS, SEATS, LIDS AND CISTERNS
	CLEAN WASH BASINS, WIPE DOWN BENCHES, SOAP DISPENSERS AND HAND DRYERS
	EMPTY BINS & INSERT NEW BIN LINERS
	ENSURE LIGHTS AND FAN SWITCHES IN OFF POSITION (NOTE: LIGHTS ON SENSOR AND SHOULD NOT HAVE BEEN ALTERED)

✓ **STORE ROOM**

	CLEAN FLOOR –SWEEP AND DAMP MOP AS NECESSARY
	STACK CHAIRS & TABLES NEATLY
	ENSURE THAT A/V EQUIPMENT IS IN PLACE AND LOCKED
	BOLT AND LOCK DOORS

✓ **ART & CRAFT ROOM**

	CLEAN FLOOR –SWEEP AND DAMP MOP
	EMPTY SINKS AND CLEAN BENCHES
	BOLT AND LOCK DOUBLE ACCESS DOORS
	ALL WORKS AND MATERIALS ARE TO BE PLACED IN STORAGE AREAS PROVIDED
	LOCK ENTRY DOOR FROM CORRIDOR
	ENSURE LIGHTS AND FAN SWITCHES ARE IN OFF POSITION (NOTE: LIGHTS ON SENSOR AND SHOULD NOT HAVE BEEN ALTERED)
	TURN OFF CEILING FANS / COOLING / HEATING (IF USED)

✓ **KITCHEN**

	WIPE OUT AND CLEAN BOTH REFRIDGERATORS DISPLAY / CHILLER IS TO BE TURNED OFF
	OVEN & STOVE TOP ARE TO BE CLEANED (as per instruction manual) ENSURE STOVE IS TURNED OFF (CHECK PILOT LIGHTS TO OVEN AND HOBS) TURN OFF RANGE HOOD
	CLEAN PIE WARMER (IF USED)
	CLEAN MICROWAVE (IF USED)
	TURN OFF HOT WATER BOILING UNIT SWITCH (at back of cupboard under sink)
	CLOSE AND LOCK 2 KITCHEN WINDOWS (IF USED)

	WIPE DOWN ALL BENCHES AND STAINLESS STEEL SPLASH BACKS
	TURN OFF DISHWASHER AFTER USE
	RETURN ALL CROCKERY, GLASSWARE, CUTLERY, COOKING UTENSILS ETC. TO CUPBOARDS AND DRAWERS
	EMPTY BINS INTO EXTERNAL BINS AND INSERT NEW LINERS
	CLEAN KITCHEN FLOOR –SWEEP AND DAMP MOP
	LOCK KITCHEN DOOR

✓ **OUTSIDE**

	CLEAN BBQ (IF USED)
	SWEEP PAVING AND CLEAN UP ANY FOOD AND DRINK SPILLS
	TIDY AND LOCK EXTERNAL STORE
	ENSURE SAND PIT COVER IN PLAYGROUND IS IN PLACE
	ENSURE THAT ALL RUBBISH IS PLACED IN BINS (OR REMOVED) BINS TO BE PLACED NEAR BBQ WALL

ON DEPARTURE

ENSURE ALL LIGHTS ARE IN 'OFF' POSITIONS (TOILETS, ART & CRAFT, MEETING ROOM, STORE ROOM, CLEANERS CUPBOARD, SWITCHBOARD CUPBOARD)
TURN OFF EXTERNAL LIGHTING (SWITCHES AT FRONT ENTRY DOOR ADJACENT KITCHEN).
ENSURE ALL EXIT DOORS ARE LOCKED ON DEPARTURE
CLOSE PEDESTRIAN ACCESS GATES ON DEPARTURE
CLOSE & LOCK DRIVEWAY GATES ON DEPARTURE

Last Revised: 13.03.2018