

SCORITON VILLAGE HALL

CLEANING REQUIREMENTS

Hirers please note:

At the end of your hiring please leave the premises as clean and tidy as you would wish to find it. The hall is run by a small group of volunteers who try to maintain the hall for the whole community at a minimal cost.

Before you leave please attend to the following:

KITCHEN

- Sweep and damp-mop the floor, wipe surfaces and clean the sink.
- Empty bins and take away the rubbish – the dustman does not collect from the hall.
- Wash and dry all utensils, crockery etc. and put away neatly.
- The fridges are off and door left ajar.

ENTRANCE HALL and MAIN HALL

- Tidy and remove litter.
- Sweep and damp-mop the floor as required.
- Ensure chairs are safely stacked and tables stowed in the large rear store.

TOILETS

- Flush WC's and urinal.
- Sweep and damp-mop the floors.

EXTERIOR

- Please check for litter that may have been left as a result of your hiring.

FINALLY –

Please ensure that lights and taps are all switched off, the heating is off or thermostat down (10°C in winter) and all doors and windows are closed and locked.

If these requirements are not complied with the trustees reserve the right to make necessary deductions from your deposit:

- Extra cleaning – as required but a minimum of £12
- Lights, taps, electrical appliances or heating left on, rubbish not removed £5

Brooms and an excellent new mop and wheeled bucket, with floor cleaner (a “glug” per bucket of warm water) are to be found in the locked janitors (key supplied) cupboard just inside the main hall on the right. Other cleaning materials are in the cupboard beneath and to the right of the kitchen sink.

Please let us know straight away of any accidents or breakages or if the hall was not clean on your arrival.

THANK YOU – IT REALLY HELPS IF EVERYONE DOES THEIR BIT!