

Hirer name:

Date:

Cleaning task	Tick when cleaned before event. Insert N/A if items not used	Tick when cleaned after event. Insert N/A if items not used
All door handles		
All window handles		
All light switches (with moistened cloth)		
All table surfaces		
All metal parts of fabric chairs		
All kitchen surfaces		
Surfaces of any hall equipment used		
All toilet seats		
All toilet handles		
All taps		
All buttons on hand driers		
All rubbish removed and taken off the premises		
SIGN HERE		

Please leave your completed sheet in the box in the main hall so that subsequent hirers can see what you have cleaned