



***The following cleaning is required to be undertaken at the completion of your booking:***

**1. Entrance and passages**

- 1.1 Floor to be swept / vacuumed / mopped with clean hot water as appropriate.
- 1.2 All rubbish to be removed and placed in external bins provided.

**2. Designated booking area**

- 2.1 Floors must be swept, mopped with clean hot water or vacuumed as appropriate.
- 2.2 All tables and chairs must be wiped down and put away in allocated areas.
- 2.3 All rubbish to be removed and placed in bins provided. A new bin bag put in to replace bag used.
- 2.4 All appliances to be turned off after use.
- 2.5 All walls wiped down if required.

**3. Kitchen / bar area**

- 3.1 All rubbish to be removed and placed in external bins provided. Excess rubbish, which does not fit in bins, MUST be removed from the facility.
- 3.2 Work surfaces, benches and cupboards to be wiped down.
- 3.3 All food and drink items must be removed and fridges wiped out at the end of each use. No food items are to be left in the kitchens.
- 3.4 Floor to be swept and mopped with clean hot water as appropriate.
- 3.5 Stove / microwave to be left clean.
- 3.6 Sinks and benches to be left clear of debris and wiped down.
- 3.7 Splash backs and walls to be wiped down if required.

**4. Toilets**

- 4.1 All rubbish to be removed and placed in bins provided
- 4.2 Benches to be left clean and tidy.
- 4.3 Toilet floor to be swept and mopped with clean hot water.

**5. External**

- 5.1 All rubbish (including cigarette butts and glass) picked up and placed in bins provided.

**6. General**

- 6.1 All SHDSA equipment must be returned to the storeroom at the conclusion of the booking.
- 6.2 Please advise the SHDSA of any damage that occurred during the booking.
- 6.3 Please advise the SHDSA if any fire protection equipment was used during the booking.