

Brigstock Village Hall Cleaning Schedule September 2020

Daily Cleaning by cleaner will only be completed once per day when the hall is in use. In between users will need to clean the hall as per special conditions of hire SC3

1.	Hall must be empty prior to cleaner entering.
2.	Wash hands for minimum of 20 seconds & Donn PPE - gloves and apron
3.	Ventilate areas well & open doors & windows
4.	Clean kitchen facilities using disposable cloths hot soapy water and followed by usual sanitiser/disinfectant. Stock up soap & hand towels
5.	Wipe down all surfaces that may have been touched - door handles/light switches/taps using disposable cloths hot soapy water and followed by usual sanitiser/disinfectant
6.	Clean main hall area using disposable cloths hot soapy water and followed by usual sanitiser/disinfectant. Refill sanitisers units.
7.	Clean any other area used using disposable cloths hot soapy water and followed by usual sanitiser/disinfectant
8.	Clean all toilets using disposable cloths hot soapy water and followed by usual sanitiser/disinfectant. Stock up soap and hand towels
9.	Double bag rubbish do not shake or tip into another bag. Retain for 72 hours before disposable in normal waste.
10.	Doff & Disposal of PPE & wash hands for minimum 20 seconds
11.	If any hall user becomes COVID +Ve seek further advice from committee as the hall will need to be closed for deep cleaning.

8.9.2020

Review date 1.12.2020