**Letcombe Bassett Village Hall – Hirer Covid-19 Cleaning Declaration**

As a hirer of the Letcombe Bassett Village Hall (LBVH) it will be your responsibility to manage all and any risk for your group.

You will therefore be responsibility for cleaning all surfaces, equipment, and facilities being used by all members of your group both **BEFORE** their arrival, and **AT THE END OF YOUR HIRE**. You can do this either using products supplied (these will be clearly accessible in the labelled basket in the kitchen & toilet area), or your own domestic products.

The broom, mop, and vacuum cleaner can be found behind the door in the Kitchen.

If using the mop then floor cleaner can be found in the cupboard under the Kitchen sink.

**Below is a list of tasks that must be undertaken for all areas touched &/or used before leaving at the end of your Hire:** CHECK BOX

* Clean all floors - by sweeping or using vacuum cleaner [ ]
* Mop the floors if necessary [ ]
* Wipe down all door handles and push rails [ ]
* Toilets - clean toilets and basins / taps / grab rails [ ]
* Wipe down tables and chairs used [ ]
* Wipe down window handles and window sills [ ]
* Wipe down hatch area [ ]
* Kitchen - wipe down work surfaces, cupboard handles, kettles etc & cooker top [ ]
* Kitchen - wipe out fridge, wipe fridge handle & door [ ]
* Kitchen - clean & wipe down the sink / tap [ ]
* Make sure all crockery, glass, cutlery, pans etc that have been touched / used are [ ]

washed and dried and put away carefully in the same location you found them (please

do not leave these dirty in the domestic dishwater) Please do not leave the dishwasher

running unless you are in the Hall

* Put all wipes used in the bin – and empty all bins (from kitchen & in both toilets) [ ]

**Finally** – please take away all your rubbish and recycling and dispose of this responsibly elsewhere offsite (not in or left around the public bin at the bottom of the drive) as we do not have a bin collection for the Village Hall.

**Please fill in and sign the below when cleaning has been completed and leave this next to the serving hatch in the Hall to be collected and filed by our Secretary. Thank you!**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group / Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_