**Definition of “Clean and Tidy”**

**1. Wipe up any spills or marks on floors e.g. Muddy footprints etc.**

**2. Sweep up any debris.**

**3. All waste to be bagged and put in the bin outside.**

**4. Wipe down tables and chairs before putting them away neatly. Put tables carefully on the trolleys and stack chairs 10 high (no more, no less) using the trolleys provided.**

**5. Check the toilet areas for floor debris and clean toilets e.g. Paper towels and put in bins. Ensure toilets are flushed.**

**6. Check all taps are turned off.**

**7. Wipe down kitchen surfaces.**

**8. Wash up all cups, saucers, glasses etc. and put away.**

**9. Take all your belongings home.**

**10. Put everything back where you found it.**

**Following these simple rules help us to reduce our cleaning costs and allows us to keep the hire charges as low as possible.**

**If we need to clean up after your event, we will charge you an extra £60 per hour, if you have not already booked a cleaning service ahead of the event. The Caretaker will let you know if he/she is happy with the condition of the building.**

**PLEASE MAKE SURE ALL LIGHTS ARE TURNED OFF WHEN YOU LEAVE.**

**THANK YOU**