

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 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 e.g. Paper towels put in bins and flush toilets.**
- 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 charge 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