

## CLEANING – AFTER HIRE USE – ALL AREAS

Effective 01 May 2026

Our Village Hall is run by a team of volunteers and it helps us enormously if you can please leave the Facilities as you found them (and maybe, even a little bit better!).

This Checklist is a gentle reminder of all the areas you please need to consider, when cleaning up after your hire – we want to refund in full any deposit paid!

Thank you and see you back here soon!

<b>Item</b>	<b>Requested cleaning standard</b>	<b>Provided</b>
<b>KITCHEN</b>	As per the separate Checklist in the Kitchen	Per Kitchen checklist
<b>TOILETS</b> Ladies, Mens & Disabled	As per the separate Checklist in the Toilets	Per Toilet checklist
<b>HALL (Small or Large)</b>		
Light Switches / Lights	Switches cleaned. Lights all working. Any Issues: WhatsApp to EMVH mobile	
Floor	Swept of all crumbs & debris Wiped, moped as necessary for any spillages / sticky patches Hoovered as necessary	Broom & Henry Hoover & mop/bucket & dustpan & brush at bottom of stairs
Heating	Switched OFF (On-Off switch located next to Table & Chairs storage cupboard in Large Hall)	
<b>LOBBY ENTRANCE</b>	Tidy, floor swept and nothing forgotten	
	Bin in Lobby emptied, clean bin liner	Bin Liners in Kitchen
<b>BINS &amp; RUBBISH</b>	All Bins are emptied All rubbish bagged and placed outside in the correct dustbin (recyclables / general) New bin liner placed inside each bin ready for the next user	Dustbins outside back door (Friday am collection). Excess recycling to be removed off site.

**Any problems / issues / maintenance issues please  
WhatsApp EMVH on 07956 783 061 or call as necessary.**

**Thank You for helping us to keep the facilities clean  
and well maintained.**