

CLEANING – AFTER HIRE USE - TOILETS

Effective 01 May 2026

Supported by twice weekly cleaning by EMVH Caretaker, on Sundays & Thursdays to ensure facilities are suitably cleaned and re-stocked for other Hall Hirers / Users.

Area	What	Requested Standard for self-cleaning hires
Ladies Toilets*	General	<i>*Every child is accompanied by VN adult supervisor</i>
<i>Used by The Village Nursery</i>	Toilets x6	All flushed, pans cleaned with toilet brush as needed, toilet seats raised & wiped, cistern & surrounds
<i>Mon-Fri</i>	Toilet paper	Toilet Paper available & tidy (not on floor)
<i>Term times</i>	Taps	Closed so no running water during day / end of day
	Sinks	Clean of obvious marks, ready for other Guests
	Soap, P-Towels	Liquid hand soap & paper towels available
	Mirrors	All wiped clean of any smudge marks
	Bins	All emptied, bagged waste in appropriate dustbin outside
	Nappies	Disposed off appropriately in rubbish bins outside
	Door handle	Door handles wiped down, free of sticky fingerprints
	Lights	Switches cleaned, any non-working reported to GG
	Floor	Swept, wiped, moped as necessary, ready for Guests
	Windows	All closed and secure on leaving
Disabled Toilet	General	<i>Alternative Ladies Toilet during Village Nursery Mon-Fri</i>
<i>Available for Ladies</i>	Toilet x1	Flushed, pans cleaned with toilet brush as needed, toilet seats raised & wiped, cistern & surrounds
<i>Mon-Fri Term Times</i>	Toilet paper	Toilet Paper available & tidy (not on floor)
<i>Village Nursery</i>	Taps	Closed so no running water during day / end of day
<i>Using Ladies Toilets</i>	Sinks	Clean of obvious marks, ready for other Guests
	Soap, P-Towels	Liquid hand soap & paper towels available
	Mirror	All wiped clean of any smudge marks
	Bins x2	Sanitary & Large Bin emptied, bagged waste in appropriate dustbin outside
	Nappies	Disposed off appropriately (ideally use Nappy Bin)
	Door handle	Door handles wiped down, free of sticky fingerprints
	Lights	Switches cleaned, any non-working reported to GG
	Floor	Swept, wiped, moped as necessary, ready for Guests
	Windows	All closed and secure on leaving
	Baby Changer	Wiped down clean after use, closed
Gents Toilet	General	<i>Only ever used as Gents (even during Village Nursery)</i>
	Toilet x1	Flushed, pans cleaned with toilet brush as needed, toilet seats raised & wiped, cistern & surrounds
	Urinals x4	Pans cleaned as needed
	Sinks x4 & Taps	Sinks cleaned & Taps closed off
	Mirrors x4	All wiped clean of any smudge marks
	Bin	Emptied, bagged waste in appropriate dustbin outside
	Floor	Especially around urinals, moped as necessary, clean
	Surfaces	Wipe clean door handle & light switch
	Windows	All closed and secure on leaving