

CLEANING – AFTER HIRE USE - KITCHEN

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 Kitchen as you found it (and maybe, even a little bit better!).

Kindly check each item 😊 Thank you and see you back here soon!

Item	Requested cleaning standard	Provided
Sink	Clear of all dirty & clean dishes, draining area clear, washing up liquid & cloth left	Washing Up liquid & cloth (no Tea Towels)
Crockery & Cutlery	All clean & dry, stored away in right place, nothing left to drain, nothing on countertops.	Various cups, saucers, jugs, cutlery
Taps	Ensure closed so no running water during day / night. Issues: Whats App EMVH mobile	
Paper Towels & Liquid Soap	If empty: Whats App message EMVH mobile	Paper Towels for handwashing & soap
Surfaces	Wipe clean all surfaces, ad hoc spillages i.e. unit fronts, shelves, fridges, counter tops etc.	Cleaning materials under kitchen sink
Door handle	Door handles wiped down, free of sticky fingerprints	
Light Switches / Lights	Switches cleaned. Lights all working. Issues: WhatsApp to EMVH mobile	
Floor	Swept of all crumbs & debris Wiped, moped as necessary for any spillages / sticky patches	Broom & Henry Hoover & mop / bucket, dustpan brush by stairs
Kettle x2 (Nutmeg)	Wiped clean, switched OFF	Kettle x2
Microwave (Panasonic)	Clean inside as needed, left ON.	Microwave
Hob & Oven (Beko)	Clean as needed given use, switched OFF	Hob & Oven
Fridge-Freezer (Large Indesit)	Clean fridge (door, handle, shelves) & remove any of your supplies, left ON.	Fridge-Freezer
Sterilizer / Dishwasher (Washrite)	Empty – all crockery & cutlery stored away Switched OFF at the wall as shown	Sterilizer / Dishwasher
Electric Urn (Signature)	Left empty and unplugged, switched OFF	20L Urn (S024)
Bin & Rubbish	Bin is emptied All rubbish bagged and placed outside in the correct dustbin (recyclables / household) New bin liner placed inside the 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.