

## **Marshfield Community Centre Checklist.**

Marshfield Community Centre is run by volunteers for the community and priced to cover costs and maintenance. All community centres rely on their users to understand they are not a commercial enterprise and therefore everyone must play their part.

We are situated next to residential properties so we also ask that you are kind and courteous to our neighbours and leave quietly, especially at night.

We have developed this checklist to help maintain a reasonable standard of cleanliness and to address common complaints.

We appreciate your booking and hope you find everything in order. If a previous booking however has left you with an issue please use the note section provided so that we can address it accordingly. If it needs resolving immediately please call any of the following numbers:

Angela Gent

Angela Gent – Chair 07870177754

Peter Ballard – Caretaker 01225 891634/07733327164

You must return this fully completed and signed checklist with the key at the end of your booking to ensure your deposit is returned in full.

Thank you for your understanding and co-operation.

Angela Gent

Chairperson

On behalf of Marshfield Community Centre

**CLEANING CHECK LIST - To meet deposit terms. Page 1**

Event Name:		
Checked by:		
SIGNATURE:		DATE SIGNED:
<b>Front Foyer and Hallway</b>	<b>Tick to confirm</b>	<b>Notes</b>
Vacuum Floor throughout		
Clean the sink in the front foyer next to kitchen if used.		
Mop hard floor next to kitchen door		
Collect all rubbish, papers, bottles etc. from front entrance created from your booking. Put them in bins in Kitchen.		
<b>TOILET &amp; BATHROOM AREAS</b>	<b>Tick to confirm</b>	<b>Notes</b>
Check floors and sides for rubbish and put in the bin in the kitchen.		
Toilets and urinals to be flushed ready for use and left as you would expect to find them. If extra cleaning is required cleaning agents, cloths and mops are in the caretaker's cupboard.		
Check all taps are tightly turned off and not running/dripping.		
Check lights are switched off.		
<b>Kitchen</b>	<b>Tick to confirm</b>	<b>Notes</b>
Wash up, dry up and put away all cups, cuttlery and utensiles. - Nothing should be left out.		
Check for rubbish and then empty bins and replace bin liners.		
Ensure any recycling has been recycled.		
Clean the sink		
Clean the work surfaces		
Check and clean the ovens - if used. - Turn off at switch		
Check and clean the fridge - throwing away left behind food. Turn off at switch.		
Vacuum or brush all hard floors		
Mop all hard floors with disinfectant		
Switch off lights.		

**CLEANING CHECK LIST - To meet deposit terms. Page 2**

Event Name:		
Checked by:		
SIGNATURE:		DATE SIGNED:
<b>Small Hall</b>	<b>Tick to confirm</b>	<b>Notes</b>
Wipe down equipment used. Tables etc		
Put ALL tables and chairs safely and neatly away in store cupboard (do not leave for next user).		
Remove any tape used on floors		
Pick up rubbish and empty into Kitchen bin.		
Hoover floor		
Mop floor if dirty from your booking.		
Switch off lights.		
<b>Chair Store Cupboard</b>	<b>Tick to confirm</b>	<b>Notes</b>
No other users equipment has been used or moved.		
Chairs are stacked safely and neatly.		
Switch off lights.		
<b>Big Hall</b>	<b>Tick to confirm</b>	<b>Notes</b>
Wipe down equipment used. Tables etc		
Put ALL tables and chairs safely and neatly away in store cupboard (do not leave for next user).		
Remove any tape used on floors		
Hoover/Sweep floor		
Mop floor if dirty.		
Switch off lights.		
<b>Emergency Exit</b>	<b>Tick to confirm</b>	<b>Notes</b>
Emergency Exit door has not been opened.		
<b>Final Checks</b>	<b>Tick to confirm</b>	<b>Notes</b>
All windows and doors have been shut and secured.		
Smokers have used smoking bin provided nothing left on floor.		
Main community centre door is locked.		