

15 October 2020

## Hall cleaning check sheet

Hirer/Section leader to initial each box to confirm that each location, item has been cleaned and sanitised.

Area	Description	Prior to the meeting	After the meeting
Toilets	Toilets to be cleaned with sanitising cleaning solution.		
	Sinks to be Cleaned with sanitising cleaning solution (inc' taps, soap and towel dispensers).		
	Floors to be mopped with a BS EN14476 complaint cleaning solution.		
	Door handles, push plates wiped with an anti-bacterial and/or sanitising Cleaning solution.		
	Light switches to be wiped with an anti-bacterial and/or sanitising cleaning solution.		
Kitchen	Sinks to be Cleaned with sanitising cleaning solution (inc' taps, soap and towel dispensers).		
	Kitchen tops and cupboard doors and handles cleaned with a sanitising cleaning solution.		
	All Kitchen Appliances (inc Microwave/Kettle etc) especially handles cleaned with a sanitising cleaning solution.		
	Floor Mopped with a BS EN14476 complaint cleaning solution.		
	Door handles wiped with an anti-bacterial and/or sanitising cleaning solution.		
	All switches, plug sockets to be wiped with an anti-bacterial and/or sanitising cleaning solution.		
Foyer	Door handles to be wiped with an anti-bacterial and/or sanitising cleaning solution.		
	Light switches to be wiped with an anti-bacterial and/or sanitising cleaning solution.		
	Alarm keypad, telephone to be wiped with an anti-bacterial and/or sanitising cleaning solution.		
	Chair, table and cabinet tops to be wiped with an anti-bacterial and/or sanitising cleaning solution.		
Halls	Door handles wiped with an anti-bacterial and/or sanitising cleaning solution.		
	Light switches wiped with an anti-bacterial and/or sanitising cleaning solution.		
	Any Tables & chairs used wiped with anti-bacterial and/or sanitising cleaning solution.		
Your name		Signature	
Your group		Date	

Group Scout Leader:	Colin Karlake.	14 Gilbert Close, Basingstoke. RG24 9PA	01256 410559
Assistant Group Scout Leader	Douglas Gowan	7 Ribble Way, Basingstoke, RG21 4DL	07733 325498
Group Chairman:	Richard Townsend.	33 Englefield Way, Basingstoke. RG24 9SF	01256 358175
Group Secretary:	Currently vacant		
Group Treasurer:	Shirley Townsend.	33 Englefield Way, Basingstoke. RG24 9SF	01256 358175