

Mudgegonga Hall Cleaning Checklist

Cleaning equipment & products are located in the storeroom and under sinks -

Under kitchen sink –, ceramic glass cleaner, stainless steel cleaner, cream cleanser, soap refill, cleaning cloths & scourers

Under meeting room sink - dishwashing detergent for sink & spray n wipe bench top cleaner

Storeroom - caddy with hall cleaning products, caddy with toilet cleaning products, roll of chux wipes, brooms, dustpan & brush, vacuum cleaner, wooden floor mop, mop buckets (mops located outside kitchen door), garbage bags, paper hand towels & rolls & hand cleaner refills

Kitchen

- Check refrigerator, remove your food/milk & dispose of spoiled food/milk, wipe out refrigerator
- Check there is no food left in all cooking appliances (oven, microwave, warmer) and wipe out
- Wash & dry dishes or use dishwasher. Remember to DRAIN the dishwasher & turn to 'off' when finished
- All crockery, cutlery, glasses, condiments, trays etc. to be returned drawers & cupboards
- Turn off urns and empty if cool, leave upside down on sink to drain
- Wipe window ledges and fronts of cupboard doors/drawers if needed, wipe all bench tops & sink
- Turn off air conditioning/heater unit and all other appliances
- Close & lock windows
- Take out garbage (from bin under sink) & replace bag
- Sweep & wash floor with mop
- Lock exit door & close blinds

Main Hall

- Wipe window ledges, walls & chairs if needed, wipe all tabletops
- Stack tables along the western wall & chairs along the back wall
- Turn off air conditioning/heater units
- Close & lock windows
- Vacuum carpets, sweep floor & stage
- Wash the wooden floor with mop
- Bolt exit door & close blinds

Supper Room

- Leave two tables standing along the wall. All other tables & chairs to be returned stacked in the main hall
- Wipe window ledges, walls & cupboard doors if needed, wipe all tabletops
- Take out garbage & replace bag
- Shut exit door and windows, close blinds
- Sweep and wash the wooden floor with mop

Meeting Room

- Wash dishes and wipe down sink/bench. Crockery to be returned to cupboard under sink
- Two tables with chairs to remain in centre of room. All other chairs to be stacked in corner
- Chairs, walls & cupboard doors to be wiped if needed, wipe tables
- Wipe down whiteboard with duster and ensure caps have been replaced on the markers, if used
- Turn off all electrical appliances including the air conditioning/heater unit
- Wipe out refrigerator and take out spoiled food/milk
- Carpet sweep or vacuum floor
- Wash the vinyl tiles with a mop
- Take out garbage and replace bag
- Close & lock sliding door and windows, close blinds

Pavilion

- Wipe down sink/bench.
- Clean BBQ and turn off gas.
- Chairs, benches, to be wiped if needed, wipe tables.
- Turn off all electrical appliances.
- Wipe out refrigerator and take out spoiled food/milk.

Toilets – Men's, Women's & Disabled

- Clean toilets & urinal with toilet cleaner & clean vanity with antibacterial cleaner.
- Check toilet paper (extra under vanity & in storeroom) & hand towels (extra in storeroom).
- Clean mirrors.

- Check windows are closed & locked (leave one window open in the men's toilets)
- Sweep floors & wash with mop using antibacterial liquid

Deck & yard

- Remove all rubbish, wipe down tables & stools and sweep the deck

Foyer

- Wipe marks from walls if needed
- Sweep & wash floors
- Return any furniture to rightful place
- Turn off power switch in mains cabinet
- Lock sliding door, close blinds & lock entrance door as you depart & close the front gate at carpark.

Thank you for cleaning and tidying our Hall.

Mudgegonga Hall Committee of Management