

Definition of 'Clean and Tidy'.

1. Wipe up any spills or marks on floor e.g. muddy footprints.
2. Sweep up any debris.
3. Put all of your rubbish in the correct bins provided, sort out any recyclables.
4. Wipe down tables & chairs before putting away neatly, put tables carefully onto the trolleys, stack chairs 10 high (no more no less) using the trolleys provided.
5. Check the toilet areas for floor debris eg. paper towels and put in bins.
6. Check all taps are turned off.
7. Wipe down kitchen surfaces.
8. Wash up all cups, saucers, glasses etc. and put away.
9. Take all of your belongings home.
10. Put everything back where you found it.

Following these simple rules helps us to reduce our cleaning costs and allows us to keep the Hire Charges low for everyone. If we need to clean up after your event then we will charge you an extra £10 per hour, if you have not already paid for this service. The Caretaker will let you know if he/she is satisfied with the condition of the building.

PLEASE MAKE SURE ALL LIGHTS ARE TURNED OFF WHEN LEAVING.

THANK YOU.