

Kenninghall Village Hall

Cleaning responsibilities for Hirers



This is a polite reminder to everyone hiring the hall that as well as putting equipment away and tidying up, you need to clean up after your session. We employ a cleaner, but to keep hire costs down we ask all hirers to leave the village hall in a reasonably clean state after their booking. The village hall operates on this self cleaning basis to ensure that it is left clean for the next hirer who comes in after you.

Main Hall - if you have used the Main Hall, please sweep the floor using the V sweeper, or big broom, or dustpan and brush which are all located in the small store in the main hall (on the same wall as the four emergency exits). Please wipe any tables, and any tablecoverings used. If you spill any liquids on the floor of the Main Hall please dry immediately using paper towelling. Do not attempt to wet mop the Main Hall floor, as you could damage the floor, and also you are likely to create a slip hazard. (Our cleaner uses a specialised cleaning regime for the floor).

Kitchen – if you have used the kitchen please wipe the worktops after your session and record this in the book provided in the kitchen, and SIGN THE RECORD BOOK. Please also sweep the floor if it is messy. Kitchen cleaning equipment is stored in the cupboard in the kitchen for hirers to use. Do not use the kitchen brushes or mop anywhere else in the building.

Memorial Room – if you have used the Memorial Room, please sweep the floor if it looks messy, and wipe any tables used.

Toilets – check the washrooms at the end of your session. Check the toilets have been flushed, and if necessary, clean the toilets including the seats, and pans (toilet brushes are provided in the cubicles). Small groups are advised to just use the disabled toilet, as this will reduce the areas you need to check.