

Hiring Waltham on the Wolds Village Hall – Covid Cleaning Guidelines

In order to prevent possible transmission of Covid-19; we have placed the responsibility for cleaning **before and after each session** on the hirer. The following areas should be cleaned; **please do not spray electrical sockets, switches or equipment** with cleaning spray, you should spray a dry / damp cloth and gently wipe these items.

Please apply common sense and **clean yourself out of the hall**, leaving the entry doors, alarm and key safe until last.

Areas to be cleaned

Entrance hallway

1. Key safe
2. Entry door handles
3. Alarm panel
4. Main toilet door handles (disabled, men's and ladies)
5. Main hall door handles
6. Hallway door handles (swing doors leading through to Harry Hunt and Kitchen areas)
7. Light switches

Main Hall

1. Entry door handles (hall side)
2. Sliding partition doors where touched (if used)
3. Any areas of the stage which have been touched (e.g. where you have placed bags, or electrical equipment). Note please do not touch the stage curtains
4. Light switches
5. Cords for the curtains if used
6. Window latches if used
7. Door handles for fire doors if used
8. Store cupboard door handles

Harry Hunt Room

1. Entry door handles
2. Light switches
3. Kitchen hatch area (if used)
4. Fire door handle
5. Window latches
6. Curtain cords (if used)
7. TV and remote (if used by prior agreement)
8. Bar area (if used)
9. Tables and chairs

Kitchen

please clean any items which have been used, this list is for guidance. Items should be put in the dishwasher where possible:

1. Door handles (entry and back doors)
2. Window latches / blind cords
3. Bins
4. Sinks and taps
5. Worktops
6. Cooker / food warmer
7. Water boiler / kettle
8. Fridge / freezer
9. Outside of dishwasher
10. Crockery and utensils
11. Pots and pans
12. Serving hatch area and shutter

This list is not exhaustive, if you have used any items / areas which are not on this, please clean these also.