



Parracombe Village Hall

ORGANISERS CHECKLIST

MUST BE COMPLETED AFTER EVERY HALL USE

Sanitise all items that have been used with antiviral/bacterial wipes or antiviral spray with paper or cloth which should be then be disposed of.

1. Key
2. Key safe
3. Door handles (including toilet area)
4. Light switches (use wipes only) (including toilet area)
5. Hand sanitizer station table and contents
6. Bin lids
7. Equipment used including hand touch areas of tables and chairs
8. Wash hand basin especially taps
9. Toilet: Use antiviral spray with red cloth or paper paying special attention to flush and seat.

Government guidelines recommend sanitising *before and after* use.

Empty bins, including toilet bin, and take all rubbish/recycling with you when you leave. Please check the car park for any discarded items especially tissues or masks and put them with your rubbish.

You are advised to wash your outer clothes after carrying out cleaning duties.

Thank you!