

Checklist for Hall Users

The Kaiapoi Borough School hall is used by many community groups in addition to school users. It must be left in a clean, tidy condition by hirers – please ensure you check the following:

Main Hall and Foyer

- All seating must be stacked in accordance with the photos displayed around the walls of the main
- Hall floor should be swept at the end of use
- Hall floor should then be checked for cleanliness, and spot cleaned or hot mopped (**water only**) if required
- All borrowed equipment, e.g. trestle tables must be wiped clean, collapsed and returned to the appropriate storage cupboard
- Gym mats are to be neatly stacked in the foyer
- Foyer floor to be vacuumed
- Blinds over windows and doorways should be left pulled up (excluding high windows)
- All rubbish to be removed from the main hall, placed in a bag and taken away by the hall user

Kitchen

- All dishes are to be washed, dried and returned to their shelves/cupboards
- Taps are to be turned off, checking the sink is left clear
- Bench tops to be wiped down
- Microwaves to be wiped out if used
- Oven and cook top to be wiped if used
- Kitchen floor should be swept at the end of use
- Kitchen floor should be checked for cleanliness, and spot cleaned or hot mopped (water only) if required
- Window and door blinds should be left pulled up
- All food scraps to be removed from premises and disposed of by the hall user
- All rubbish to be removed from the kitchen, placed in a bag and taken away by the hall user

Toilets

- All toilets should be checked and flushed as required
- Any soiled toilets should be scrubbed
- Any urine around toilets should be mopped
- Toilet basins should be checked, ensuring they are not blocked, and taps have been turned off
- All rubbish is to be removed from the toilet area, placed in a bag and taken away by the hall user

The cleaners cupboard in the hall has a toilet brush, broom, vacuum, mop and bucket available for you to use. Please do not use any chemicals on the hall floor as this requires specialist product.

Any issues relating to the use of our facility should be reported to the school. Failure to ensure the hall is left in a reasonable condition, as outlined above, may mean a minimum **cleaning fee of \$75 + GST** is charged.

Thank you!