




























Guilden Morden Village Hall Caretaking duties (including cleaning)

Activity	Content
Covid 19 Caretaker Protection	It is recommended that during cleaning a face covering is worn and that gloves be worn. To limit the risk of contaminating yourself the gloves should either be disposable and carefully binned without touching with your hands, or washed in soapy water before being removed from your hands to limit the risk of viral spread.
Covid 19 additional duties 1 (prior to a letting)	<p>It is preferable for the hall to be visited prior to a booking and certainly prior to a booking where hall equipment (e.g. table and chairs etc) are to be used. Any equipment to be used should be removed from the store area and distributed around the hall as required prior to the booking. (Hall users will be discouraged from accessing the store room)</p> <p>Any equipment so distributed and any surfaces as listed in Covid 19 additional duties 2 shall be wiped or sprayed with an approved disinfectant prior to the hall being used.</p> <p>Make sure the above procedure is applied to the toilets and include taps and other equipment in the toilet area that could be touched.</p>
Covid 19 additional duties 2	<p>At every visit using an approved disinfectant wipe or spray all handles, switches, door frames (especially around hand height), window frames (especially around the opening catches).</p> <p>Also using the same product wipe or spray all tables and chairs that have been used during the previous occupation and return to store unless it is known they are needed for the next user.</p> <p>Make sure the above procedure is applied to the toilets and include taps and other equipment in the toilet area that may have been touched.</p> <p>If it is known the showers and changing room have been used these must be included in the above cleaning list.</p>
Covid 19 Visit Log	<p>Log the time and date of each visit in the format of the appendix sheet at the end of this instruction.</p> <p>Note any consumable products including sanitiser and hand towels that are running low and order or request replacement supplies as appropriate.</p>
Covid event at the village hall (Decontamination clean)	<p>Should it be reported that a person with Covid 19 may have visited the hall then an enhanced full clean will be required and other events may need to be cancelled until this is completed.</p> <p>The clean shall include a full clean of all floors and accessible surfaces with approved product(s) including disinfectant spray.</p>

	Where practicable it would be wise to allow at least 72 hours after departure of the "infected" person prior to commencing the clean to reduce risk to cleaning staff.
Each visit	<p>Check</p> <ul style="list-style-type: none"> • Hall left clean and tidy by last user (specifically check areas used by last hirer) • All doors and windows are secure • All heater and lights are off • If winter water is off • Check status of paper towels/toilet rolls and replace as necessary • Note any failed lights and replace if spares available • Note any other defects to equipment/facilities in the hall • Superficially inspect hall for obvious signs of damage
Quarterly or half yearly visits	<p>Check</p> <ul style="list-style-type: none"> • Check water heaters for showers function and capable of delivery of hot water (this check should specifically be done in or close to September, December and March) • Smoke alarms still function correctly, if necessary replace batteries • Any equipment such as fire extinguishers and portable electrical appliances are in date. • Inspect more thoroughly for signs of damage or deterioration <p>Should any item require replacement or testing report to the Chairperson of the Village Hall Management Committee</p>
Consumables	<p>When necessary purchase at the best price (assumed to be nearest supermarket):</p> <ul style="list-style-type: none"> • Toilet rolls • Cleaning products • Smoke alarm batteries <p>If total purchase price likely to exceed £25 seek authority from the treasurer.</p> <p>When necessary order using approved supplier the following items:</p> <ul style="list-style-type: none"> • Paper towels • Replacement light bulbs or fluorescent tubes
Damage	If any damage or deterioration is identified report it to the Chairperson of the Village Hall Management Committee.
Rubbish collection	Ensure rubbish bins are put out to be emptied on the correct day for collection; (on taking up post check normal collection date/arrangements for large bins).
Advertisement boards	Check boards to ensure any advertisements are still current and appropriate. Remove out of date adverts or adverts that are not relevant to the Village Hall or wider village groups unless prior agreement has been given for display.
General	If the hall has been left in an unsatisfactory state by a hirer report this to the booking secretary so that appropriate action can be taken.

Cleaning activities

Activity	Area of Hall						
	Lobby	Main Hall	Kitchen	Shower & Changing	Ladies & gents Toilet	Toilet for Disabled	Store areas
Sweep, vacuum or clean							Occasionally
Sanitise touch surfaces including door handles and surrounds; light switches, window catches and blinds							Occasionally
Dust chairs, window sills and other surfaces							
Clean worktops							
Sanitise Tables and chairs							
Clean window sills							
Clean showers							
Clean toilets including urinals and wash basins							
Clean windows inside and out (monthly)							
Check supply of consumables *							



As necessary based on use of hall, typically three or four times per week.



Covid cleaning prior to use



Covid cleaning prior to known utilisation



Once per week



After known use or if inspection shows it to be necessary



Monthly - except window cleaning is not necessary between December and February and may be carried out by a local window cleaner at a suitable rate (agreed with the treasurer).

* Report or replace any consumables that are running low – see previous page

