

Hawkesbury Hospital Hall

Charity Number 1176993

Cleaning Policy Document

This policy has been adopted by Hawkesbury Hospital Hall Management Committee who remain responsible for its review on a regular basis.

Reviewed and agreed by the Committee.

Date: June 2023

Review Date : June 2025

Hawkesbury Hospital Hall
Registered Charity No 1176993

Cleaning Policy Document

Hawkesbury Hospital Hall makes every effort to ensure that the Hall is regularly cleaned and kept in a reasonable state. Cleaning is undertaken regularly throughout each week, dependent upon usage. Particular consideration will be given when a larger function takes place.

Our Cleaning Schedule is set out in the table below.

Lobby and Stairs	
Twice weekly	Sweep and mop floor. Vacuum mat
Fortnightly	Dust surfaces clean glass on main entrance doors and main hall doors. Sweep stairs and landing.
Upstairs Meeting Room	To be cleaned as required for specific hirers.
Office	To be cleaned as required for specific hirers.
Toilets and Corridor	
Twice weekly	Clean toilets, wash basins and mop floors
Weekly	Dust surface
Monthly	Wipe down cubicles, high level dust
Changing Rooms	To be cleaned as required for specific hirers.
Kitchen	
As required	Mop floor, wipe work surfaces and clean sinks
Weekly	Clean and disinfect oven surface and fridge outside surface, dust.
Six monthly	Clean windows inside, high level dust, tidy the kitchen generally, put away clutter or throw away, clean inside cooker and fridge /freezer.
Main Hall	
Twice weekly	Mop, sweep or buff floor as required.
Fortnightly	Dust window ledges and other such surfaces - bar counter etc.
Six Monthly	Clean windows inside at ground level. High level dust including the windows, dust piano, blinds etc.
Boiler room	Ensure room is tidy.

Cleaning will be undertaken by either contracted services or directly employed staff, as agreed by the Committee.

Suitable cleaning materials are provided by the Hall and stored safely in the Boiler Room which is kept locked at all times. Any COSHH requirements linked with cleaning materials are covered within the COSHH assessment.

In addition, we ask Hall users to help us maintain the cleanliness of the building by including cleaning requirements for Hirers in our Terms and Conditions, including the following:

- You must clear away any rubbish and leave the premises and/or grounds in the condition in which they were found. You will be responsible for reimbursing the Committee for any additional costs incurred in cleaning the premises or clearing the grounds after a letting.
- Hirers are expected to leave the kitchen in a clean and tidy state: Surfaces and sinks must be wiped over, and any equipment used (i.e. cooker, microwave, fridge, dishwasher etc), must be sanitised and left in a clean condition. Floor should be mopped if any food preparation or serving has taken place, or if any spillages have occurred. All food waste should be removed and disposed of in the bins provided.