

**MAPLETON HALL AND SPORTS GROUND TRUST**

**Cleaning checklist - please tick as tasks completed**

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Check that all tables and chairs are clean and then return all to the storeroom

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Empty all bins including the toilet bins into the wheely bins outside.

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Clean the toilets and wipe down the hand basins and mirrors

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Sweep the floor

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All kitchen items returned to where you found them

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Empty and wipe out the refrigerator

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Clean stove top and oven

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Check all taps are turned off. We are on rainwater so every drop is important

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Check all doors and windows are closed and locked

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Please make sure all lights are switched off.

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Once you have locked the last door, please sign this checklist and place it with the key in the suggestion box

**Signed:**

**Date:**

**WE VALUE YOUR FEEDBACK. PLEASE FEEL FREE TO PROVIDE ANY COMMENTS ABOUT YOUR HIRE BELOW.**