Building Cleaning Check List

- ✓ Dispose of any rubbish from inside the building by placing it in outside rubbish bins.
  This includes beer/beverage bottles.

- ✓ Clean all toilets and showers if used.

- ✓ Mop floors in kitchen, entrance and toilets.

- ✓ Wash and put away all dishes used.

- ✓ Wipe down benches, tables, bar, oven, pie warmer etc if used.

- ✓ Clean BBQ and oil the plate to stop it from rusting.

- ✓ Vacuum the carpet and empty it's bag.

- ✓ Check the building for damage/breakages or maintenance that needs to be reported to the
  Domain Secretary or President.

- ✓ Lock up any equipment/beverages etc.

- ✓ Turn off the hot water cylinder when you're finished. Turn off at the mains switch, and all
  switches in the hot water cylinder cupboard.
  Leave a note on it if the hot water is to be left on for sports clubs.

- ✓ Turn off all lights.

- ✓ Lock the doors and windows.

- ✓ Return the key to the person who provided it to you.