



Cleaning and Security Checklist

Thank you for choosing Wongawilli Community Hall for your function/activity.

It is a condition of hire that the building is left clean and tidy at the conclusion of your function.

Please use the following checklist to ensure that all requirements are met.

- Tables wiped, folded, and put away in store room.
- Chairs brushed off, stacked in piles of 10 and put away.
- Kitchen benches to be wiped down and fridge/freezer wiped out and doors left open.
- Floor swept, and mopped. Floor cleaner can be found in the back storage cupboard along with cleaning materials.
- Garbage removed (INCLUDING CONTENTS OF BIN IN KITCHEN) and placed in refuse container or taken home if you have not paid for waster services.
- Toilets left in a reasonably clean condition.
- All electrical fixtures to be turned off.
- All doors and windows to be secured before exiting the building.
- All ceiling fans to be turned off.
- All heaters to be turned off.
- All lights to be turned off when exiting the building. (Emergency and security lighting will remain on these are clearly marked as do not turn off).