



CLEANING CHECKLIST

GREENHITHE COMMUNITY HALL

Contact: info@greenhithe.org.nz; Michelle Heald: 021763499. Emergency Contact: 111

Owner's Agent: Greenhithe Residents Association Inc. (Hall Committee)

Foyer, supper room (including patio area) and attached room

- Please make sure all chairs & tables are wiped and put away. Floors swept & mopped.

Main hall area

- Please make sure all decorations are taken down.
- Please remove all blu tak as pins & staples should not have been used.
- Tables & chairs should be wiped and stacked away (in rooms off north end of stage).
- Stages and all floors swept and all floors mopped.

Kitchen rea

- Please sweep and mop all floors.
- Please clean ovens, pie warmer, microwave and fridge – inside and out.
- All appliances should be turned off at the wall.
- Please leave fridge doors open.
- All bench tops should be wiped clean.

Toilets

- Please clean toilets, mop floors and empty rubbish bins.

All immediate outside areas

- Please pick up any rubbish – front and rear of hall.
- Please remove rubbish from all areas, including bottles.

General

- Please take away all rubbish from hall.
- Please do not leave bags on the street front. They must be removed completely from hall by hirer.
- Please use recycle bins outside for bottles, but any excess must be taken away.
- Security check all doors and windows, draw back curtains.
- Take all your belongings with you before leaving.
- Please turn off all lights at main switchboard.

It is preferable the Hirer leaves the hall in the same, if not better, condition than found.

Last Minute Check

Most commonly, the toilets and outside areas get “left out of cleaning”. These are the first two areas checked before a bond is returned wholly or partly.

Thank you



CLEANING CHECKLIST

OLD SCHOOL BUILDING

Contact info@greenhithe.org.nz; Michelle Heald: 021763499. Emergency Contact: 111
Owner's Agent: Greenhithe Residents Association Inc. (Hall Committee)

Main hall area

- Please make sure all decorations are taken down.
- Please remove all blu tak as staples or pins should not have been used.
- Tables & chairs should be wiped and stacked away (chairs stacked in hall & tables in entrance please).
- All floors swept and all floors mopped.

Kitchen area

- Please sweep and mop all floors.
- Please clean oven, microwave and fridge – inside and out.
- All appliances should be turned off at the wall.
- All bench tops should be wiped clean.

Toilets

- Please clean toilets, mop floors and empty rubbish bins.

All immediate outside areas

- Please pick up any rubbish – front and rear of hall.
- Please remove rubbish from all areas, including bottles.

General

- Please take away all rubbish from Hall.
- Please do not leave bags on the street front. They must be removed completely from hall by hirer.
- Please use recycle bins outside for bottles, but any excess must be taken away.
- Security check all doors and windows, draw back curtains.
- Take all your belongings with you before leaving. Please turn off all lights at main switchboard.

It is preferable the Hirer leaves the hall in the same, if not better, condition than found.

Last Minute Check

Most commonly, the toilets and outside areas get “left out of cleaning”. These are the first two areas checked before a bond is returned wholly or partly.

Thank you