

Newstead Community Centre Committee of Management

In order to maintain the cleanliness of the kitchen and to comply with regulations please read and follow the guidelines as listed

- 1. After function please sweep floors and if necessary lightly mop floor with warm water. Please ensure that the appropriate mop and bucket (Not toilet mop/bucket) is used for this purpose.**
- 2. Use hot soapy water to clean bench tops.**
- 3. Make sure that stoves are left clean and spills, crumbs removed.**
- 4. Refrigerators are not to be turned off, no food is to be left in refrigerators and all spills wiped up .Refrigerators must be left clean.**
- 5. Make sure wall urn is turned off.**
- 6. All lights are to be turned off.**
- 7. All rubbish bins are to be emptied, rubbish removed and new bin liners (kept in storeroom) are put in bins.**
- 8. Make sure all doors are locked and secure.**
- 9. Nothing is left on benches and under benches.**
- 10. Please don't use blue tac or sticky tape to stick notices on walls.**

The Committee of Management reserves the right to inspect the Centre after any function at any time.

Failure to comply with the above checklist may result in your bond not being returned

The Committee of Management thanks you for your cooperation

If any maintenance problems arise you may contact our chair person David Stratton
0428310825