

Kitchen – Checklist for Hirers

✓ Cleaning & Floors

- Sweep and lightly mop kitchen floors with warm water.
- Use the correct mop and bucket (not the toilet mop/bucket).

✓ Surfaces & Equipment

- Clean benches with hot, soapy water.
- Wipe stoves, removing all spills and crumbs.
- Wipe spills inside refrigerators.
- Do **not** turn refrigerators off or leave food inside.
- Turn off wall urn.

✓ Final Checks

- Turn off all lights.
- Empty all bins, remove rubbish, and replace liners (found in storeroom).
- Lock all doors and leave benches clear.
- **Do NOT** use Blu Tack or tape on walls.

Important:

The Committee of Management may inspect the Centre at any time after your function. Failure to follow this checklist may result in loss of your bond.

Thank you for helping us maintain a clean and safe facility

For maintenance issues, contact:

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