



PAVILION HIRE CLEANING CHECKLIST

KITCHEN & BAR AREA
<input type="checkbox"/> Clean all kitchen & bar areas used – wipe over all surfaces
<input type="checkbox"/> Remove all food & drinks from fridge/s and kitchen area
<input type="checkbox"/> Clean microwaves, stove, oven, pie warmer/s, fridges, inside and out – if used
<input type="checkbox"/> Wash and put away all kitchen/bar utensils, cutlery and dishes used
<input type="checkbox"/> Ensure sink area is clean and plug holes are free from debris
<input type="checkbox"/> Sweep and mop bar and kitchen areas
<input type="checkbox"/> Empty all rubbish bins and return to their location
MAIN FUNCTION & CHILDREN'S AREA
<input type="checkbox"/> Remove all decorations and place all rubbish in outside bins
<input type="checkbox"/> Clean tables and chairs used, restack and put back in their designated location
<input type="checkbox"/> Return all things to their rightful place of where you found them
<input type="checkbox"/> Sweep/vacuum and mop floors
<input type="checkbox"/> Tidy children's area with toys packed away in cupboard and floor vacuumed
TOILETS/BATHROOM AREA
<input type="checkbox"/> All toilets/urinals flushed
<input type="checkbox"/> Paper towels in bin & rubbish put in outside green bins

How to return this form:

- Attach completed PDF to an email and send to shire@lakegrace.wa.gov.au
- Post to PO Box 50, Lake Grace WA 6353
- Hand in to the Shire Front Reception at 1 Bishop St, Lake Grace





Vanity wiped

Floors swept and mopped

No soap or items left in showers or changerooms

PLEASE ENSURE THAT:

All doors and windows are locked

All lights, heaters or air conditioners are turned off

If not left in a clean condition, you will be contacted to return to clean or have the option of paying for a cleaner.

Signature		Date	
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OFFICE USE ONLY

Form & Key/s Returned	(date)	Facility Inspected	(date)
Extra Cleaning Required	<input type="checkbox"/> Yes <input type="checkbox"/> No	Signed off By	

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