



HALL HIRE CLEANING CHECKLIST

TO DO:			
<input type="checkbox"/> Clean all kitchen areas used – wipe over all surfaces			
<input type="checkbox"/> Clean microwaves, stoves, fridges, inside and out – if used			
<input type="checkbox"/> Empty all rubbish bins and return to their location			
<input type="checkbox"/> Wash and put away all kitchen utensils and dishes used			
<input type="checkbox"/> Ensure sink area is clean and plug holes are free from debris			
<input type="checkbox"/> Sweep and mop all function areas and kitchen			
<input type="checkbox"/> All toilets/urinals are flushed and rubbish bins emptied with floors swept and mopped			
<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"/> Remove all decorations and place all rubbish in outside bins			
PLEASE ENSURE THAT:			
<input type="checkbox"/> All doors and windows are locked		<input type="checkbox"/> 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	
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	

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

