



Shire of Lake Grace
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Shire Building Cleaning Checklist

Please ensure you check and tick all items before leaving the facility and return signed form to the Shire office to ensure your bond is returned.

- Clean all kitchen areas used - wipe over all surfaces
- Clean microwaves, stoves, fridges, inside and out
- Empty all rubbish bins and return to their position
- Wash all kitchen utensils and dishes and put away and sink is clean
- Sweep & mop kitchen floor
- Sweep all function area floors
- All toilets are flushed and rubbish bins emptied
- Clean** tables and chairs and restack them in their designated place
- Return all things where you found them
- Remove all decorations, including sticky tape from windows/walls
PLEASE DO NOT USE GAFFER TAPE ON CEILING.
- Remove all rubbish to the outside bins (including toilets)

PLEASE ENSURE THAT:

- All door and windows are locked, including the change room external doors.**
- All lights, heaters or air conditions are turned off.**

If not left in a clean condition you will be contacted to return to clean or an option of paying for cleaners.

Signature:	
Date:	
Confirmed by staff:	
Date:	