

## **Cleaning and Sanitisation Check List**

Date of cleaning: ...../...../..... (Please complete for each section used)

### **Office**

- Light Switches
- Heating & cooling system controllers
- Printers
- Keyboards
- Top of desks
- Filing cabinet handles
- Safe, if used
- Doors & door handles
- Photo copier
- Chairs

### **Hallway & Foyer**

- Light Switches
- Door handles
- If accessed – electrical box door handle / car park switch
- Outside hand-rails

### **Narthex**

- Light Switches
- Door Handles
- Narthex table

### **Rooms 1 & 2**

- Light Switches
- Heating & cooling system controllers
- Table tops if used
- Doors & door handles
- Chairs
- TV cabinet doors & equipment remote controllers

### **Store Room**

- Door handles
- Light Switch
- Cupboard Door Handles
- Sound System On/off/volume switches

## Toilets

- Light Switches
- Door handles
- Toilets
- Hand washing basins/taps/bench tops
- Paper Towel dispensers
- Soap pumps
- Hand-rails

## Kitchen

- All Bench tops
- Light Switches
- Door/drawer/cupboard handles
- Tap wear
- Sinks
- Microwave surface
- Dishwasher controls
- Stove/oven controls
- Pantry door handle/light switch
- Fridge door handle – milk carton handle
- Urn tap handle
- Hand soap dispenser
- Broom/mop handle/brush and shovel handles
- Rubbish/recycle/organics bin surfaces

## Hall

- Chairs
- Door Handles
- Light Switches
- Sanitization station table and sanitisation dispenser
- Tables
- Lectern
- Small tables

Form completed by: Print name .....Signature .....

(Please note that water is not to be used when cleaning electrical appliances.)  
(glen20 is not to be used cleaning chairs, use Tango which is provided)

**Authorisation** : This check list was adopted by Committee Of Management of U3A Bendigo Incorporated, and minuted as such, on 7<sup>th</sup> September 2020.