The following cleaning is required to be undertaken at the completion of your booking:

1. **Entrance and passages**

   1.1   Floor to be swept / vacuumed / mopped with clean hot water as appropriate.

   1.2   All rubbish to be removed and placed in external bins provided.

2. **Designated booking area**

   2.1   Floors must be swept, mopped with clean hot water or vacuumed as appropriate.

   2.2   All tables and chairs must be wiped down and put away in allocated areas.

   2.3   All rubbish to be removed and placed in bins provided. A new bin bag put in to replace bag used.

   2.4   All appliances to be turned off after use.

   2.5   All walls wiped down if required.

3. **Kitchen / bar area**

   3.1   All rubbish to be removed and placed in external bins provided. Excess rubbish which does not fit in bins MUST be removed from the centre / hall.

   3.2   Work surfaces, benches and cupboards to be wiped down.

   3.3   All food and drink items must be removed and fridges wiped out at the end of each use. No food items are to be left in the kitchens.

   3.4   Floor to be swept and mopped with clean hot water as appropriate.

   3.5   Stove / microwave to be left clean.

   3.6   Sinks and benches to be left clear of debris and wiped down.

   3.7   Splash backs and walls to be wiped down if required.

4. **Toilets**

   4.1   All rubbish to be removed and placed in bins provided

   4.2   Benches to be left clean and tidy.

   4.3   Toilet floor to be swept and mopped with clean hot water.

5. **External**

   5.1   All rubbish (including cigarette butts and glass) picked up and placed in bins provided.

6. **General**

   6.1   All hall / centre equipment must be returned to the storeroom at the conclusion of the booking.

   6.2   Please advise the City of any damage that occurred during the booking.

   6.3   Please advise the City if any fire protection equipment was used during the booking.

Cleaning equipment is provided at each facility. Should hirers have any queries regarding the above requirements, please liaise with the City's Bookings Officer on 9528 0333 during office hours.