

Checklist for cleaning DSCC.  
2015

Kitchen

- Empty bin and replace bin liner.
- Collect Tea Towels and tableclothes for washing. Leave on benchtop.
- Wipe down bench tops.
- Switch off urns.
- Chip fryer - when cool wrap gladwrap across the top to keep fat clean.

Tables

- Clean up food dropped under tables.
- Replace tables and chairs to position: three rows of three tables.

Bar

- Empty bins if not already emptied and replace bin liner. Bar staff should do this.

Centre

- Clean up carpet area if food has been dropped.
- Switch off aircon. Two switches. One at front door, second near sound system.
- Switch off sound system.

Outside Area

- Tidy tables and chairs.
- Pick up rubbish.

Kid's Play

Room

- Pack up toys.
- Pick up rubbish.

End of Night - Bar Reminder

Bar Staff are volunteers and patrons asked to leave venue at a reasonable hour in consideration of the volunteers.

Bar licence is to 12 pm. Last drinks at 11.45 pm. Building to be vacated by 12 pm.

Any breakages to be noted and paid by the hirer.

Cleaning may be completed early the next day following the booking.

Please check with the House captain as to the whether the centre is booked or not, so that the cleaning will not clash with another booking.

**Please check all doors are locked at the end of the day and the alarm set.**