

Community Facilities COVID-19 Cleaning Checklist

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|--|---------------------------------|--|--------------|---|-----------|
| Name of Facility : | | | | | |
| Name of Hirer: | | | | | |
| Person in charge of event if an organisation or committee | | | | | |
| Maximum Capacity (Using 4m2 rule) | | | | | |
| Number of Attendees | | | | | |
| COVID-19 Safety Plan Supplied to Council | | Yes | | No | |
| Date Occupied | | Time Occupied | am/pm | High Touch COVID-19 Cleaning Confirmed | |
| Date Completed | | Time Completed | am/pm | | |
| Item | Cleaning Method Required | Cleaning Schedule | | Yes | No |
| Door frames | Detergent + Disinfectant | Prior / Frequently during and post event | | | |
| Chairs - upholstered e.g. fabric padded chairs, sofas, office chairs | Detergent + Disinfectant | Prior / Frequently during and post event | | | |
| Door knob / handles | Detergent + Disinfectant | Prior / Frequently during and post event | | | |
| Fridges | Detergent + Disinfectant | Prior / Frequently during and post event | | | |
| Hand rails, stair rails | Detergent + Disinfectant | Prior / Frequently during and post event | | | |
| Keys and locks and padlocks | Detergent + Disinfectant | Prior / Frequently during and post event | | | |
| Kitchen appliances (toasters, kettles, sandwich presses, jaffle makers, oven) | Detergent + Disinfectant | Prior / Frequently during and post event | | | |
| Light and Power point Switches | Detergent + Disinfectant | Prior / Frequently during and post event | | | |
| Shelves (and items on shelves) | Detergent + Disinfectant | Prior / Frequently during and post event | | | |
| Sink (hand washing & kitchen) | Detergent + Disinfectant | Prior / Frequently during and post event | | | |

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|--|--------------------------|--|--|
| Tables / desks | Detergent + Disinfectant | Prior / Frequently during and post event | |
| Toilet | Detergent + Disinfectant | Prior / Frequently during and post event | |
| Toilet doors and locks | Detergent + Disinfectant | Prior / Frequently during and post event | |
| Window frames (sliding servery window types) | Detergent + Disinfectant | Prior / Frequently during and post event | |
| <i>I certify that all items were cleaned as per this schedule and all patrons maintained a social distance of 1.5 metres whilst occupying this facility.</i> | | | |
| Committee or Organisation Name: | | | |
| <i>(if applicable)</i> | | | |
| Name : | | | |
| Signature: | | Date: | |