

Wateringbury HQ

COVID-19 Cleaning Checklist For All Users

Entrance to building external/ hallway	<ul style="list-style-type: none"> • Front Door handle inside and outside • Alarm • Toilet door handles • Handle to main hall. • All light switches.
Toilets	<ul style="list-style-type: none"> • All door handles • Cubicle door • Seat, lid and flush of toilet. • Taps • Soap dispenser
Main Hall	<ul style="list-style-type: none"> • All handles including section and equipment cupboards. Leaders room, kitchen and stores. • Fire door handle inside and outside.
Kitchen	<ul style="list-style-type: none"> • Taps • Cupboard door handles and fronts • Fridge handle and front • Cooker handle and front • Bin lid <p style="color: red;">Note cups and mugs/ pans and cutlery etc. are not part of the building and as such remain the responsibility of each section using them. Please refer to your own risk assessment before using.</p>

In addition, please remember to clean any tables and chairs you might use during the meeting before putting them away.

Please remember to sign the checklist – THANK YOU!