

Checklist for KBS Facility Users

Kaipoi Borough School facilities are used by many community groups in addition to school users. All facilities hired must be left in a clean, tidy condition – please ensure you check the following:

Main Hall and Foyer

- All seating must be stacked in accordance with the photos displayed around the walls of the main hall
- Hall floor should be swept at the end of use and sweepings put into the rubbish bin
- Hall floor should then be checked for cleanliness, and spot cleaned or hot mopped (**water only**) if required
- All borrowed equipment, e.g. trestle tables must be wiped clean, collapsed and returned to the appropriate storage cupboard
- Gym mats are to be neatly stacked in the foyer
- Foyer floor to be vacuumed
- Blinds over windows and doorways should be left pulled up (excluding high windows)
- All rubbish to be removed from the main hall, placed in a bag and taken away by the hall user

Kitchen Areas

- All dishes are to be washed, dried and returned to their shelves/cupboards
- Taps are to be turned off, checking the sink is left clear
- Bench tops and tables to be thoroughly wiped down to prevent a greasy film or smears appearing when they dry
- Microwaves to be wiped out if used
- Oven and cooktop to be wiped if used
- Kitchen floors should be swept thoroughly and sweepings collected and disposed of in the rubbish bin at the end of use
- Kitchen floors should be checked for cleanliness, and spot cleaned or hot mopped (water only) if required
- Window and door blinds should be left pulled up with the exception of the Technology Centre where all blinds are to be left down at the end of hire
- All food scraps to be removed from the school premises and disposed of by the user
- All rubbish to be removed from kitchen areas, placed in a bag and taken away by the user

Toilets

- All toilets should be checked and flushed as required
- Any soiled toilets should be scrubbed
- Any urine around toilets should be mopped
- Toilet basins should be checked, ensuring they are not blocked, and taps have been turned off
- All rubbish is to be removed from the toilet area, placed in a bag and taken away by the user

The cleaners cupboard in the hall has a toilet brush, broom, vacuum, mop and bucket available for you to use. Please do not use any chemicals on the hall floor as this requires a specialist product.

When hiring facilities, please ensure all internal doors to other classrooms which are not part of the hire agreement are locked at all times, particularly in the Technology Centre. Visitors should only be able to access the hired room, and the closest toilets.

Any issues relating to the use of our facility should be reported to the school. Failure to ensure the hall is left in a reasonable condition, as outlined above, may mean a minimum **cleaning fee of \$75 + GST** is charged.

Thank you!