**CLEANING PROCEDURE (DRAFT)**

**THE ATHLETICS HUB**

This cleaning procedure describes the cleaning requirements of The Athletics Hub based at Whitemoss Athletics Stadium. It is the responsibility of both clubs to ensure athletes, coaches and parents using/benefiting from the Hub actively contribute to it being maintained in a clean condition. It is the responsibility of SLL&C to clean the Hub following their use of the facility. Cleaning should be carried out near to the end of each training activity as detailed below and by identified volunteers of each club.

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| Approved: |  |
| Effective Date: |  |
| Reviewed: |  |
| Date cleaned: |  |

**Cleaning Procedure:**

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| **Action** | **Frequency** | **Status (√)** |
| Remove all rubbish from the Hub and place in the main refuse bins at the side of the bowling club | Daily |  |
| All floors should be cleaned using a dry or damp mop or vacuum cleaner – **NO DETERGENT** | Daily |  |
| Toilets x 4 (to be cleaned by a paid cleaner) | Daily |  |
| Clean downstairs foyer | Daily |  |
| Clean downstairs activity room | Daily |  |
| Clean upstairs foyer | Daily |  |
| Clean upstairs activity room | Daily |  |
| Clean upstairs store | Daily |  |
| Clean stairs | Daily |  |
| Clean and tidy equipment stores | Daily |  |
| Clean desks/table tops, as required. | Daily |  |
| Return furniture to original location | Daily |  |
| Wipe chairs (where appropriate) | Daily |  |
| Full and thorough Hub Clean – refer separate checklist | Quarterly |  |

**Issues reported during cleaning (use back of form if more space required:**

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| **Club:** |
| **Signature:** |
| **Date:** |