

# Duffus Village Hall & Playing Field Association

Scottish Charity SC014059

## Clearing Up After A Function

Please leave the hall in the same way that you would wish to find it, that involves:-

- Hovering carpets
- Sweeping floors
- Emptying all bins into wheelie bins outside
- Wiping down work surfaces in kitchen
- Where possible we would be very grateful if you could recycle
- Spillages must be cleaned up immediately, please see the sign in the cleaning cupboard
- Check the toilets
- Clean oven, microwave and fridge if used

Brushes, dustpan, brushes, mops can be found in the cleaning cupboard just outside the door, halfway up on the right hand side of the main hall. A large industrial brush for sweeping the hall floor is stored there too.

**PLEASE DO NOT WASH THE HALL FLOOR AS WE USE SPECIAL CLEANING PRODUCTS TO PRESERVE THE WOOD.**

### If using the tables and chairs:

Tables should be wiped down, collapsed and then stacked against the back wall in the store cupboard at the far right of the hall. Please see photograph in the cupboard for layout. The chairs should be stacked into piles of seven or eight and returned to the store using the chair trolley. Please do not drag tables or chairs across the floor as this damages the surface.

### Personal belongings:

Any items of lost property will be kept by the hall committee for 28 days after which time we usually donate them to charity.

**Many thanks for your cooperation, it is much appreciated.**

