

Stroud Village Hall

After Hire Cleaning Checklist

Please leave the hall clean and ready for the next customer. To make things easier, we've put together a simple checklist of the tasks to complete before you leave.

Main Hall

- Remove all decorations, including tape, pins, Blu Tack, string, and fixings.
- Sweep or Hoover the floor.
- Hoover the red V-Mop if used.
- Mop any spills.
- Wipe tables and chairs with cleaning spray.
- Return all furniture to the trolleys and store neatly (do not block fire extinguishers).
- Ensure all fire doors are fully closed.
- Switch off all lights.
- Close and lock all doors and windows.

Kitchen

- Remove all food and clean any spills.
- Clean fridge, oven, hob, and microwave if used.
- Empty and switch off the dishwasher if used.
- Wipe all surfaces.
- Sweep the floor and mop spills.
- Empty bins, replace liners, and **take all rubbish and recycling home.**
- Switch off appliances and lights.
- Ensure the fire exit is secure and the kitchen door is closed.

Toilets

- Leave sinks and toilets clean.
- Wipe sinks and clean toilets if needed.
- Remove any litter or paper from floors.
- Ensure taps are turned off.

Garden / Outside

- Return any moved furniture.
- Take all rubbish, bottles, and decorations home.
- Check for litter, including cigarette ends.

Security Deposit Deductions Guide

Your £100 security deposit is fully refundable when the Hall is left clean, tidy, and secure. Deductions are made **per category**, not per item. If more than one category applies, charges are cumulative up to the £100 deposit.

Cleaning Not Done — £25

Examples: floors not swept or mopped, surfaces not wiped, appliances left dirty, furniture left dirty or sticky. Covers additional cleaning time and cleaner call-out costs.

Rubbish or Food Left Behind — £15

Examples: bins not emptied, rubbish or recycling left, food left in fridge, bottles left outside. Covers waste removal and hygiene measures.

Furniture or Equipment Not Put Away — £15

Examples: tables or chairs not returned, unsafe stacking, hired equipment not put back. Covers staff time to reset the Hall safely.

Appliances or Lights Left On — £15

Examples: lights left on, kitchen appliances left running, thermostat not reset. Covers unnecessary energy use and staff time to switch everything off.

Unauthorised Early Entry or Late Departure — £20

Access is permitted **only during your booked times**. A £20 deduction may be applied if early entry or late departure occurs.

Building Not Secured — £50

Examples: doors or windows left open, fire exits unsecured, alarm not set. Covers security risks and staff call-outs.

Keys Not Returned — £100

Covers replacement of locks and keys.

Hall Left in Unacceptable Condition — £100

Examples: extensive mess or damage, multiple tasks ignored, Hall not usable for the next hirer. Covers deep cleaning and urgent reset work.