

SAFETY CLEANING CHECKLIST AND PROCESS

ON ENTRY:

- On entering the buildings use the hand sanitiser.
- Gather the spray bottle provided and wipe down all hard surfaces in the Kitchen, Bathroom and Toilet areas. This includes all door handles and tap handles.
- Wash hands well after this process.

Note: It is important to recognise that the previous visitor may have missed some cleaning steps, so it is a good practice to clean your way into the buildings.

KITCHEN

- All kitchen equipment or utensils **MUST** be washed in hot soapy water then dried **BEFORE** usage.
- All kitchen equipment and utensils **MUST** be washed and dried after use before leaving.
- **DO NOT** leave utensils or crockery to dry on the rack.
- Bring your own Tea Towels. Club Tea towels, if used, are to be taken home with you and washed prior to returning them to the clubrooms or shack.
- **DO NOT** leave tea towels hanging to dry on the back of chairs.
- Use the spray bottle of disinfectant and disposable paper towelling supplied to wipe down all hard surfaces in the kitchen/dining/living area.
- Make sure to remove all rubbish from the bin and fit a new bin liner before departure.

BATHROOM

- Using the spray bottle of disinfectant and disposable paper towelling to wipe down the sink, taps and shower areas.
- At the end of your visit repeat this process.

SHOWER

- After showering, use the squeegee provided to clean down the shower walls.
- Use **YOUR** towel to mop up any remaining water.
- Use the spray bottle to disinfect the shower cubicle before completing your visit.
- Take **YOUR** wet towels home with you.

TOILET

- Wipe down the flush buttons and toilet seat **PRIOR** to use.
- At the end of your visit repeat this process.

BEDROOMS

- You must provide **YOUR** own bedding and pillows.
- All pillows left at the shacks will be removed for safety reasons.
- Please double check that you have removed all your clothing and equipment before departure.
- Wipe down all hard surfaces and door handles at the end of your visit.

RECORD YOUR VISIT

- Record in the **SHACK LOGBOOK** all visitors **NAMES** and **DATES** of who were in residence.

Note: This is a vital step. Not only is it a club bylaw governing the use of these shacks, but it is a legal requirement to be able to trace users in the event of a covid-19 outbreak.

SANITISER

- The sanitiser/disinfectant supplied is a “general purpose” product designed for use on hard surfaces in domestic situations and is non-toxic when used in its recommended dilution.

Note: Please notify either the Secretary or President if the cleaning supply is running low to ensure further supplies are provided.

Thank you for helping us to keep these buildings available for use by your fellow FFCT Members.