

**Broomwood Wellbeing Centre Cleaning Check List**  
(to be completed each time kitchen used and to be left in kitchen)

**Named Person Completing**

**Hirer**

**Date kitchen used**

**Tick when completed**

- Wipe down worktops
- Wipe spills from work surfaces, floors, and appliances
- Empty the bin, put in a new bin liner and remove waste from the premises on leaving.
- Sweep and mop the floor
- Remove from the premises all brought food produce including from fridge and Freezer
- Clean small appliances used such as the microwave, toaster, mixer, kettle – Wipe with a multi-surface cleaner to remove any stains, smudges or fingerprints. Don't forget to lift up the appliances to wipe away any crumbs or dirt that have collected under them.
- Scour the oven top if used – Scrub and remove any stuck on spills
- Thoroughly disinfect the sink and drying board.
- Mop floors
- Wash the dishes and clean the dishwasher if used – Scrub the insides and run a cycle using only dishwasher detergent in an empty machine.
- Clean the oven if used.
- Any utensils brought by hirer removed at end of hire session

**Note any Issues breakages etc**

Signed ..... Date.....