**U3A Centre Tura** **Cleaning Checklist** **Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Course: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Safety Officer (Cleaning): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***All areas and surfaces that have been touched have been cleaned with detergent/disinfectant; paper towel and gloves, provided.***

o handles to all doors ***(including front door handle on leaving)***

o light switches ***(do not spray directly onto switch)***

o tables

o chairs

o remote controls/other electrical equipment ***(do not spray directly onto surface)***

o toilet/cistern/sink/railings in bathroom have been cleaned

o bench in office wiped down

o area around money slot has been wiped down

o all rubbish including paper towel and gloves has been removed from centre

Comments:

**Safety officer:**

I am satisfied that all surfaces in this centre have been cleaned in accordance with Covid 19 Guidelines.

**Signature: ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**