

Kilmorack Community Hall

Cleaning requirements

Following discussion with the Hall Committee it has been agreed that we revisit the cleaning currently undertaken at the hall.

The hall requires to be cleaned, without fail, every week with a structured rota to ensure different aspects of the building are done in turn.

We estimate this will take around 2 hours per week, preferably delivered on a Monday morning to ensure a clean hall for the users in the week to follow.

Additional one off contracts may also be available following private functions. It is the responsibility of those hiring the hall to leave it in the same state as they found it, and often such hirers will seek the services of a cleaner to ensure the hall is given a deep clean. Any such one off jobs require to be agreed with the party hiring the hall.

Task to undertaken every week

Floors brushed and mopped

Toilets cleaned

Kitchen surfaces and sink cleaned

Fridge / Cooker checked

Tasks to be built into cycle

- Fridge cleaned
- Cooker / Oven cleaned
- Walls and windowsills dusted / cleaned
- Windows cleaned
- Kitchen cupboards storage areas cleaned
- Chairs and tables wiped down.
- Cobwebs removed / ceilings and high areas dusted.
- Cleaning steps and porch area.
- Other areas not listed which require occasional cleaning.
- Kitchen deep clean.

The cleaner will be provided with a key to allow access to and from the building.

A quote is requested for price per week, and you should include the anticipated charge for cleaning products.

Please contact Calum MacPherson on 07972 363584 or e-mail c.macpherson@mypostoffice.co.uk