

Encounter Baptist Church Event COVID Cleaning Form

Event: _____ Date/Time: _____

Event Organiser: _____ Cleaner: _____

Rooms used:

Chapel
 Noah's Arts
 Hall
 Toilets
 Kitchen
 Upper Room

What items to clean and how.

Item	Used (tick for Yes)						Cleaning	Cleaned (tick for Yes)
	C	N	H	T	K	U		
Door Knobs and Handles							Detergent	
Door Frames							Detergent	
Chairs (non- upholstered)							Detergent	
Chairs (upholstered - eg padded like the pews)							Damp Dust and Detergent Detergent on hard surfaces, vacuuming (with HEPA filter) of soft surfaces	
Carpet							Vacuum with HEPA filter	
Wooden Floor							Damp mop/Detergent	
Window Frames (particularly the parts used to open/close them)							Detergent	
Hand Rails/Stair rails							Detergent	
Computer Keyboard/Mouse							Damp Dust/Detergent as per maker's instructions	
PA and music gear (including data projector remote, ipad etc)							Damp Dust/Detergent as per maker's instructions	
TV							Damp Dust/Detergent as per maker's instructions	
Tables							Detergent	
Music Stands etc.							Detergent	
Toilet, Basins, Toilet Doors							Detergent and Disinfectant	
Light/Power Switches							Damp Dust/Detergent	
Microwave (if used)							Detergent	
Sink (hand washing & kitchen)							Detergent	
Shelves (which are used or accessed during events)							Damp Dust/Detergent	