

PLEASE COMPLETE AFTER EACH SESSION

**Cleaning materials & PPE are located in the caretaker's room
(located next to the toilets)**

Date and time of session:	
Name of organiser:	
Areas to be sanitised after use	Please tick ✓
General areas:	
Tables (if used)	
Chair backs	
Light switches (DO NOT SPRAY)	
ALL door handles/push bars (entrance/exit/internal)	
Window handles	
Key pad	
Sanitiser dispensers	
Empty bin, double bag and put in black bin outside	
Toilet areas:	
Door handles	
Cubicle door locks	
Toilet flush handles	
Taps	
Soap dispenser	
Hand dryer	
Light switches	
Empty bin, double bag and put in black bin outside	
Signed:	

**Please put completed form through the Presbytery letterbox
after each session. Thankyou.**