COVID-19 SAFE RESINSTATEMENT OF HALL HIRE TO THIRD PARTIES

RECORD OF CLEANING

This template is to be used to record the routine cleaning and disinfection that has taken place at each site and evidence compliance to those requirements. Please use this template in accordance with the following requirements:

1. The following measures must be complied with as part of routine cleaning.

   - All used surfaces must be cleaned using a two-step process that includes both detergent and disinfectant.
   - The Australian Government and Safe Work Australia recommend that the disinfectant contains at least 70% alcohol or benzalkonium chloride. Packaging should be checked to confirm that these ingredients are included.
   - All cleaning should be undertaken safely and comply with your Safe Work processes, be in line with the manufacturers' guidelines, and be undertaking using appropriate protective equipment.
   - Cleaning products must be stored out of the reach of young children.

2. Record the cleaning and disinfection activities completed in the 'Record of Compliance' section.

3. Ensure hand hygiene is completed immediately following any cleaning activities and sign-off on the 'Record of Compliance' (as this document is considered a shared use item).

Site Details

Name of Building	

Record of Compliance

Name	Organisation	Date	Time	Cleaning and Disinfection completed	Date	Time

COVID-19 SAFE REINSTATEMENT
OF HALL HIRE TO THIRD PARTIES
RECORD OF CLEANING

Name	Organisation	Date	Time	Cleaning and Disinfection completed	Date	Time