

# Venue User Guidelines

Dear Venue User,

Below you will find a list of guidelines which will assist in keeping the venue in a clean and tidy state for future users. LAA recently obtained commercial status for our kitchen, hence the guidelines must be adhered to in order to follow Occupational Health and Safety policies and procedures. Failure to adhere to these guidelines may result in declining your use of our venue in the future.

***Please note the following:***

## Program Room

All **BLUE** Cleaning Equipment is for the **PROGRAM ROOM** only.

- Make sure all tables, chairs, couches and any used surface is wiped down thoroughly with a BLUE cloth
- Ensure room is set back up to original state as per room setup photos
- Please ensure all rubbish is picked up and placed in appropriate bins (General or Recycle). The General bin must be emptied at the end of your use if food has been placed in it, no matter how empty or full the bin is. You are only responsible for emptying the recycling bin if it is full at the end of your use. Replace bin bags after emptying, these can be found under the kitchen sink. Rubbish bags need to be taken to the large bins near our front gate/mailbox.
- Vacuum and/or mop up any mess made on floors – please use blue mop and bucket or vacuum found in the storage area located past and behind the toilet/shower area
- No food or drinks are allowed on carpeted area
- Ensure all electronic items used are switched off before leaving (air conditioners, heaters, TV, smart board, radio)

## Kitchen

All **YELLOW** Cleaning Equipment is for the **KITCHEN** only.

- Ensure all items that you have used are put away in the correct cupboard
- Any dishes used must be washed, dried and put away by either using the Dishwasher or washed in the sink with very hot water using food grade sanitiser, this can be found under the sink. If the dishwasher has been used, LAA staff will take responsibility for emptying the dishwasher. Please do not use the dishwasher if you do not have enough dishes for a full load
- Wipe down all surfaces thoroughly with a YELLOW cloth
- Whether surfaces look clean or dirty, you must wipe clean any areas used - stove top, oven inside and out, microwave, kettle
- Always sweep or vacuum kitchen floor after use whether it appears clean or dirty – please use yellow broom in kitchen
- Ensure floor is mopped after each use – please use yellow mop and bucket found in kitchen
- The general kitchen bin must be emptied at the end of your use if food has been placed in it, no matter how empty or full the bin is. You are only responsible for emptying the recycling bin if it is full at the end of your use. Replace bin bags after emptying, these can be found under the kitchen sink

*I agree that I am responsible for ensuring the above guidelines are adhered to.*

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_