

Cleaning Standards

The Howard Hall Memorial Hall Management Committee is committed to providing a clean and safe environment within the Hall. This document defines the standard of cleanliness expected and emphasises the need for a collaborative approach between those that use the Hall, the Durobrivae Lodge Benevolent Fund, the Howard Hall Sports and Social Club Ltd, the Caterers that hire the kitchen and those engaged to clean the Hall on behalf of the Trustees.

Cleaning Responsibilities

The Howard Hall Sports and Social Club Ltd will be responsible for cleaning the Bar and Bar Area, the Bar Kitchen and Cool Room.

Caterers that hire the kitchen are responsible for cleaning the kitchen after use and leaving it in the state that they found it and fit for use by the next catering company to use.

The Durobrivae Lodge Benevolent Fund is responsible for cleaning the Temple, the main hall, Shirley room and toilets facilities, for which purpose they will engage the services of a commercial cleaning company. The Durobrivae Lodge Benevolent Fund will also:

- provide a commercial dishwasher for the caterers to use; and
- arrange for the periodic cleaning of the kitchen facilities every quarter and a biannual deep clean.

Those that use the Hall are expected to leave the facilities as they found them, free of debris and to put away any furniture and equipment they have used. Individuals are expected to wash their hands after using the toilet facilities.

Resident Lodges and Progressive Orders will be responsible for the cleanliness of their own storage area.

Definitions

The terms used within this document are not interchangeable, and their differences need to be understood.

- Cleaning: Involves 'fluid' – usually detergent and water, and 'friction' – the mechanical or physical removal of organic matter including dirt, debris and bodily fluids. Micro-organisms are removed rather than killed. Effective cleaning leaves a surface or equipment visibly clean.
- Disinfection: Process of eliminating or reducing harmful micro-organisms from inanimate objects and surfaces through the use of chemical disinfectants.
- Decontamination: Cleaning and disinfection are part of the decontamination processes, the term is usually refers to cleaning and disinfection, either using separate cleaning and disinfecting agent in a two-step process, or a '2 in 1' product that cleans and disinfects in one step.

- Steam Cleaning: First involves vacuuming the carpet to remove loose dirt and debris, followed by the application of a stain remover that won't discolour the carpet, before steam cleaning with an industrial steam cleaner.
- Spot Carpet Cleaning: A targeted method for removing stains and spills from carpeted areas.
- Polishing: Is the process of creating a smooth and shiny surface through the application of a wax or other agent and by rubbing it to leave a clean and shiny surface

Standards

In setting the following standards, the Trustees are demonstrating their commitment to hygiene and cleanliness within the Howard Hall Memorial Hall:

- Light fittings will be cleaned annually. Any debris due to the use of party poppers and balloons will be removed the following morning, to reduce the fire risk and make the Hall presentable to the next user and their guests.
- The Air-conditioning unit filters will be cleaned annually.
- All window ledges, door frames and woodwork within the Temple will be dusted monthly.
- Frequent touch points, such as door handles and light switches to be decontaminated daily when the Hall is in use.
- The worshipful Masters and Wardens furniture to be polished quarterly.
- Chair covers in the Temple will be cleaned annually and the curtains biannually.
- The Hall's windows will be cleaned with soap and water twice a year.
- All washing facilities and toilets to be decontaminated at the start of the day when the hall is in use.
- All food preparation areas to be decontaminated using an 'S' shape motion, starting at the point furthest away, then overlapping slightly but without going back over the area to avoid recontamination before and after use by those using the kitchen facilities.
- Table tops surfaces will be wipe cleaned after use, so they are ready for the next user.
- The floors in the main hall, kitchen and toilet facilities to be kept visibly clean, free of organic matter, leaves, dirt, debris spills and bodily fluids.
- Carpeted areas within the Temple, Bar area and Shirley room are to be kept free of debris through regular vacuum cleaning and then steam cleaned twice a year, in December and June. When steam cleaning sufficient time should be allowed to allow the carpet to dry completely before the next use of the carpeted area.
- Spills on carpeted areas will be spot cleaned the following morning,
- Any bodily fluids, such as vomit to be cleaned and disinfected immediately.
- Periodic cleaning of the Kitchen equipment including cookers, food warming equipment and fridges will be undertaken quarterly.
- A deep clean of the kitchen, including the walls, cooker, food warming equipment and fridges will be undertaken biannually

General Principles to be followed when cleaning

Those that clean the Hall, Kitchen and Bar are asked to adopt the following principles, when undertaking cleaning duties within the Hall:

- To minimise the transfer of micro-organisms, particularly within the kitchen and toilet areas, clean from top to bottom. High horizontal surfaces should be cleaned first. Floors should be cleaned last.
- A disinfectant must be in contact with a surface for a specified time and the surface needs to remain wet for that time. Those responsible for cleaning should know the contact times for the disinfectants in use.
- Dusting technique should not disperse the dust (i.e. use damp cloths/dusting devices). High horizontal surfaces should be cleaned first.
- Floor areas should be cleaned when the Hall is not use to reduce the risk of slips, trips and falls on wet floors. However, in circumstances where is necessary to clean areas of the floor when the Hall is use by clients and customers, for example to clear bodily fluids, adequate signage must be displayed while the floor is being cleaned to prevent slips, trips and falls on wet floors. Once the floor is completely dry, the signage should be removed.

Hand Washing

Those who use the Hall are asked to ensure that they wash their hands after using the toilet facilities to minimise the risk of spreading potentially infectious micro-organisms. Signage will be displayed within the toilets and kitchen on best practice when washing hands.

Caterers and Contractors

Caterers and Contractors working at the Hall are required to ensure all their staff are appropriately trained in using gloves, disposable aprons and other Personal Protective Equipment when undertaking cleaning duties.

Monitoring Standards

Achieving and maintaining safe standards of cleanliness is important and in everyone's interest that use the Hall. Users of the hall are therefore encouraged to raise any concerns that they may have, with the Hall Secretary, to ensure their concerns are discussed at the next Management Committee meeting.

Control Documentation

Version	Cleaning Standards Version 1
Date Approved	July 2024
Approved By	Trustees & the Howard Hall Management Committee
Responsible Officer	Hall Secretary
Supporting Framework	Health & Safety Framework
Related Documents	Register of Interest, Scheme of Delegated Financial Authority, Procurement Protocol and Expenses Procedure
Review Date	August 2027

