Shared Venue Protocols

Shared use of School Facilities, OSHC and Canteen Handover and Cleaning Arrangements for the Brian Allen Hall.

1 September 2016

1. **OSHC arrives at 7:00AM mornings**
   a. Staff toilet cleaned on fortnightly rotation with canteen staff.
   b. In and around oven & range-hood cleaned on fortnightly rotation with canteen staff.
   c. Toilets to be locked on inside entrances at 8:45AM.
   d. Cupboard doors to hallway office space to be locked when not in use.
   e. Corridor doors to office hallway to be left open when not in use.
   f. OSHC staff arrive at 3:00PM afternoons to access canteen and at 3:15PM can access gym.
   g. Displays in foyer north noticeboards. Blutack may be used on foyer front window (north side only) if required. Not on glass doors.

2. **Canteen staff arrive at 9:30AM**
   a. Staff toilet cleaned on fortnightly rotation with OSHC staff.
   b. In and around oven & range-hood cleaned on fortnightly rotation with canteen staff.
   c. Annually clear canteen floor for cleaners to strip and reseal.

3. **Cleaning Staff Responsibilities**
   a. Daily clean student toilets after 3:00PM (toilets to be locked on both inside and outside entrances).
   b. Daily sweep and spot mop foyer vinyl and hall after 3:15PM.
   c. Term break wash down.
   d. Annually strip and reseal canteen and toilet floors.

4. **School Staff**
   a. No bags, hats or jumpers to be left outside the venue
   b. Toilets to be locked on inside entrances when not in use.
   c. School use is available between 9:30 and 3:00PM unless by prior agreement, The Brian Allen Hall must be vacated and clear by 3:15 ready for OSHC.

5. **All Users**
   a. Note any concerns on inspection of venue including foyer, gym, toilets and canteen. (Report concerns at 8:30am).
   b. No children are to enter the canteen.
   c. Canteen fridge is for use of Hall Hirers and School Fundraising (this may be used occasionally at need if left clear and clean for Hall Hirers and School events).
   d. Canteen cleaned according to food handling safety requirements.
   e. The venue is to be left clean ready for the next user.
   f. Toilets inspected and spot cleaned.
   g. Gym floor to be swept clean and mop brooms shaken clean.
   h. Foyer vinyl swept and mopped if required.
   i. Displays to be on pin boards. No staples, nails, screws, or tape to be used on walls or windows.