

Hollywood Baptist Church

Guidance Sheet on Cleaning (Covid 19)

The guidance sheet should be read in conjunction with the 'HBC event booking form' and the 'Use of Hollywood Baptist Church buildings by external groups' risk assessment.

External groups are requested to clean frequently-used surfaces in the zone of use with disinfectant wipes. In addition to those above please ensure the following areas are thoroughly cleaned in each zone:

- **Front door and foyer**
 - Entry and exit door handles

- **Main auditorium and balcony**
 - Entry and exit door handles
 - Light switches
 - Pulpit, microphones and speakers
 - Piano, drums and other musical instruments (if used)
 - Computers, sound and lighting board

- **Minor Hall and Coffee Lounge**
 - Entry and exit door handles
 - Light switches
 - Coffee tables, bar tables, chairs and stools
 - TV monitor and remote
 - Metal bar and hard surfaces on back of seats
 - Creche items (those with wipeable surfaces to be used only)

- **Youth Wing**
 - Entry and exit door handles
 - Light switches
 - Coffee tables, bar tables, chairs and stools
 - TV monitor and remote

- **Sports Hall**
 - Entry and exit door handles
 - Light switches
 - Sports equipment (e.g. goal posts)

- **Ground-Floor Disabled Toilet**
 - Entry and exit door handles and lock
 - Light switches
 - Taps and sink area
 - Toilet flush handle
 - Baby changing board (if used)