



### **COVID-19 Cleaning Guide for Building Users**

Tasks on this list must be performed by a member or team of each group at the end every event held at Kirk Centre. Each group must put together a person or team to take care of the items on this list after every use of the building.

This list must be completed and submitted to the office of Sally-Anne Woolnough after every use of Kirk Centre.

- Bathrooms in the main hallway must be sanitized including: taps, sinks, toilet flusher, handle on cubicle door and toilet seats
- Accessible bathroom in the east hall must be sanitized, if used, including: taps, sinks, toilet flusher, handle on cubicle door and toilet seats
- Railing on stairways must be sanitized if you access your room via a stairwell
- Doorknobs and handles to the room you have used are to be wiped down
- Doorknobs and handles to the main doors are to be wiped down
- Sanitize light switches used by your group
- Sanitizing stations are to be kept clean and tidy
- Backs, seats and arms of chairs, tables and/ or pews that have been occupied are to be wiped down
- Sanitize buttons, doors and other touched surfaces in the elevator, if it was used.
- Do not touch any surfaces, furniture, walls or switches after they have been sanitized
- After all cleaning is complete, submit this form then immediately use hand sanitizer and exit the building
- Garbages are to be disposed of in the large bin at the front west doors.

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Printed Name

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Signature

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Date