**(Club Name) RUGBY LEAGUE CLEANING LOG**

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| --- | --- | --- | --- | --- | --- |
| Area | Job List (Tick completed tasks) | Date and Time | Name of Cleaner | End of Day Clean (Date and Time) | Name of Cleaner |
| Front Gate Entry Box | Service counter  Cash Box Sliding Windows  Chair  Restock Hand sanitizer  Other: |  |  |  |  |
| Toilet Blocks  (Routine Environment  Clean) | Toilets  Basins  Door Handles  Mop Floors  Restock Toilet Paper  Restock Liquid Handwash  Restock Paper Towel  Remove Rubbish  Other: |  |  |  |  |
| Kitchen (including storage area) | Food prep Counter  All bench top surfaces  Bain Marie  Chip Cooker equipment  Stove Top  Fridges doors  Freezers Tops  Kitchen sinks  Food storage equipment  Cooking utensils  Mop/Sweep Floors  Restock Liquid Handwash  Restock Paper Towel  Restock Hand Sanitiser  Remove Rubbish  Other: |  |  |  |  |
| Canteen | Service Counters  Drinks Fridge Doors  Cash Register  Floors  Restock Hand Sanitiser  Remove Rubbish  Other: |  |  |  |  |
| Bar Area | Service surface areas  Esky tops  Restock Hand Sanitiser  Remove Rubbish  Other: |  |  |  |  |
| Change Rooms | Seating  Door handles  Floors  Remove Rubbish  Restock Hand sanitizer  Other: |  |  |  |  |
| Outdoor Areas (including grandstands) | Grandstand Seating  Time keepers desk and chairs  Team Bench  Remove Rubbish  Restock Hand sanitizer  Other: |  |  |  |  |

**Cleaning of all areas listed above shall be carried out as follows**

**Stage 1**

* Any areas of the club house that has been accessed is to be cleaned prior to closing and leaving the facility
* Out of bounds areas (which will be roped off or have physical barriers in place) such as grandstands and communal drink taps are not required to be cleaned
* If in the event the outdoor seating area is used to hold a meeting (attendees will be notified of seating area observing social distancing requirements) and this area will be cleaned before leaving the grounds

**Stage 2**

* Toilet blocks to be cleaned after each training session (eg 5pm and 6pm)
* Remainder of any areas of the club house that has been access is to be cleaned prior to closing and leaving the facility

**Stage 3**

* Cleaning during the training week will continue like Stage 2
* Cleaning during home games shall be as follows:

1. Front Gate entry box
2. High contact surface counters – 15-30 mins intervals or after each player/family group
3. Remaining areas - Hourly
4. Toilet Blocks – Hourly
5. Kitchen
6. High contact surface areas (food fridge, freezer, doors, stove tops, bain marie etc) – hourly or before rotation of volunteers
7. Food Preparation Benches – as soon as food prep task has been completed
8. All equipment/utensils used for food prep – washed in warm detergent water after use
9. Floors – 4 Hourly
10. Canteen
11. High contact surface areas (drink fridges, cash register etc) – Hourly or before rotation of volunteers
12. Customer service counters – 15 to 30 min intervals or after service of customers wherever necessary
13. Floors – 4 Hourly
14. Bar area

(a) High contact surface areas (eskies)- Hourly or before rotation of volunteers

1. Customer service counters – 15 to 30 min intervals or after service of customers wherever necessary
2. Change Rooms – after use of each age group

Note: The change room will be allocated to each team 10 mins prior to and after their game – signage with be placed outside of the change rooms to notify which age group is accessing the room. No other age group should enter the change rooms until the preceding team have completely vacated.

1. Outdoor areas
2. Certain grandstands will be off limits to all patrons and will be clearly marked with signs and physical barriers;
3. Allocated grandstand seating will be sprayed with disinfectant solution after completion of each game

On completion of all homes games and once all patrons have left the ground then the End of Day Cleaning procedure will be undertaken to all areas.