**Cleaning instructions**

This cleaning instruction is meant for the customers that have not payed cleaning fee.

* Sweep up particles in the premise and secondary places.
* Vacuum clean hired premise, stage and secondary places.
* Swab hired premise and secondary places.
* Empty trashcans in the stalls and replace the trash bags.
* Scrub the toilets, use highlighted bucket, spray can and rug.
* Vacuum clean and swab the toilets.
* Reinstall the placement of the furniture and wardrobe racks.
* Café and kitchen surfaces should be cleaned. Floor shall be swabbed.
* Throw away the garbage. Garbage room is located at the bottom floor outside of the entry.

Date;

Premise;

Reservation host;

Nockebysalen/Mossensalen – put the form in the letterbox at the door to the janitor.

Brommasalen – put the form in the café.

2020

Malin Johnsson, Verksamhetschef@alvikskulturhus.se. Phone number; 070-765 3013. [www.alvikskulturhus.se](http://www.alvikskulturhus.se)

Medborgarhuset in Alvik, Gustavlundsvägen 168 A, level 2, Bromma. With support from Stockholm city.