

The Hatton Academy of Dance & Arts

General Rules | Tidiness

It is responsibility for all STAFF members whilst in the Academy to follow the general rules of Tidiness & Cleanliness whilst on academy premises.

- Ensure that RECEPTION AREA IS CLEAN and of a basic standard of general cleanliness.
- Ensure that ALL CHAIRS ARE PUT OUT or PUT BACK PROPERLY where they belong (Reception | Studios | Ballroom.)
- Ensure that ALL LOST PROPERTY IS PLACED INTO THE LOST PROPERTY BOX.
- Ensure that whilst NO ONE IN RECEPTION = FRONT DOOR LOCKED (Keys taken out preferably)
- ALL CLIENTS HAVE UP-TO-DATE | CLIENTS | MEDICAL | INFO | MEMBERSHIP FORMS.
- Ensure that WHILST TAKING CLASSES UNIFORM MUST BE WORN. (If not general BLACK : WHITE CLOTHING / SMART CLOTHING is preferred.)
- If you have or use any of the cutlery | utensils | microwave at the Academy OR any use of the Kitchen. It is YOUR RESPONSIBILITY TO CLEAN & PUT AWAY ALL CUTLERY | UTENSILS | MICROWAVE USED.
- If there is a spillage or any form of damp on the floor. ENSURE IT IS CLEANED UP PREFERABLY IMMEDIATELY or PROPERLY MAINTAINED. All blue roll | cloths | bucket and mop | can be found at the rear of the Academy in the Kitchen.
- Ensure ALL TOILETS ARE CLEAN & IN WORKING ORDER. (You do not have to clean the toilets but ensure they are within cleanliness & working order on entering the building.)
- Your own cash box is YOUR OWN RESPONSIBILITY and that of no one else's. ENSURE THEY ARE WELL LOCKED & PUT AWAY.
- As Staff members. You are entitled to help those (when you can) at the tuck-shop. Ensuring that THE RIGHT MONEY IS TAKEN AND THAT THE TUCK SHOP IS ACCURATELY STOCKED.

NOTE – these are all BASIC GENERAL INITIATIVE RULES – These may be updated at any time.