

Check List for Users leaving the Hall

Please follow this check list to maintain the premises in good order and as a courtesy to other users

Report damage, breakages or problems to Bookings Manager on 07792 567189

THE ROOM(S) YOU HAVE USED

- Chairs dusted if necessary and stacked on main trolley with seats facing outward
- Chairs stacked on small trolleys 10 each end with seats facing inward
- Tables cleaned if necessary and stacked on trolleys with edges to front
- Floors left clean (mop up spillages first) (V Sweeper to sweep main hall floor if dry; Dyson Trigger to clean V Sweeper etc. - empty afterwards)
- Windows locked with key (keys hang from heating controls)
- Curtains tied back
- External fire doors secured
- Main Hall: Audio Visual system switched off and mic returned as directed
- Main Hall: Lights – esp. coloured and dimmable – switched off

KITCHEN

- Cooker cleaned and controls switched off. Main switch to be left on (for clock)
- Extractor fan switched off
- Dishwasher drained, filters cleaned and switched off
- Kitchen clean and tidy, outside door secured

GENERAL

- Rubbish created by you removed by you
- Toilets flushed and left clean and tidy. All taps turned off.

EXIT

- All fire doors closed and small hall exit door locked (turn knob anticlockwise)
- All lights off – lights in porch and in rooms are manual, lights in toilets, foyer and corridor will switch off automatically after few minutes
- Front door bolts engaged top and bottom
- Alarm set
- Front door locked
- Key handed back or dropped through letter box