

CHECKLIST WHEN LEAVING HALL

Main Hall:

- All chairs are to be stacked and returned to the chair store. Directions for moving chairs using the trolley are set out on the chair store door and on the chair trolley. If you follow instructions the chairs fit neatly into the store.
- Tables are to be replaced in table storage area, after wiping down.
- All floors to be swept clean after use & any spills must be mopped up.
- Ensure that front and side doors are locked securely.

Kitchens:

- Users of kitchens must wipe down benches and mop the floors.
- Urns to be filled using supplied bucket, emptied after use and returned to lower kitchen.
- Users of refrigerators/freezer must switch them off at wall only, wipe them out and prop doors open. DO NOT TOUCH SETTINGS.
- All rubbish to be collected from kitchen and placed in Council garbage bins located at outside rear of building (accessed through middle doors of Hall). RED TOP BIN is for general garbage (in bags please).

YELLOW TOP BIN is for recyclable material only.

Any excess garbage or recyclable material is to be removed by the Hirer, not left inside or outside the Hall.

All cleaning equipment (brooms, mops etc.) is to returned to the stair racks.

Toilets:

- Toilets to be left clean and mopped if necessary. Any paper picked up from floor and waste paper bins to be emptied into Council red top bin.

Supper room:

- **Chairs and tables to be returned to storage cupboards.**
- **Floors to be swept and mopped if necessary.**

WHEN LEAVING HALL, PLEASE TURN OFF ALL LIGHTS (PLEASE MAKE SURE THEY ARE NOT DIMMED) AND HEATERS.

LOCK FRONT AND SIDE DOORS OF HALL.

LOCK OUTER SUPPER ROOM DOOR SECURELY.

If at any time you find the Hall in an unsatisfactory condition when you arrive, please let the booking officer know so that previous users may be identified. This ensures you will not be considered responsible for any areas of concern following your use of the Hall.