



Broadhempston

Village Hall & Playing Field Trust C.I.O.

A Charitable Incorporated Organisation and a registered charity, number 1154919
Reg. office: The Treasurer, 23 Hutton Road, Paignton, Devon TQ3 1BN

ALL HIRERS PLEASE READ – CARE OF HALL REQUIREMENTS and END OF SESSION

General:

- Hand Sanitiser dispensers available on entry.
- Table and chairs used to be wiped and stacked away correctly.
- Please take home all rubbish/recycling you've created.
- No sticky tape/blue-tack is to be used on any walls/windows inside the building.
- Nappies/wipes CANNOT be flushed down the toilet, so use wheely bin outside.

Main Hall (if used):

- The Main Hall is a sports hall with a sprung wooden floor and high heels will seriously damage it - only flat shoes can be worn inside the hall.
- Floor in Main Hall to be swept or vacuumed but NOT mopped. V-brush, brush and Henry vacuum to be found in Cleaner's Cupboard. If using V or other brush, collect debris with dustpan and brush and empty into available bin. Any spillages, please spot clean with dry/damp mop(labelled), also in Cleaner's Cupboard.

Lobby, Corridor and Kitchen (if used):

- Lobby floor if necessary vacuumed/swept/mopped – brush, vacuum and mop in Cleaner's Cupboard.
- Corridor floor swept/vacuumed/mopped.
- Kitchen swept/vacuumed/mopped. Brush, vacuum and mop in Cleaner's Cupboard.
- Work surfaces and oven/sink all cleaned.
- Glasses, crockery cleaned thoroughly & put away in correct cupboards.
- All switches in kitchen turned off so no lights showing on sockets.

Beacon Room and Small Meeting Room (if used):

- Sweep/vacuum/mop floor. Brush, vacuum and mop in Cleaner's Cupboard.

FINAL CHECK FOR EVERYONE

- All windows closed and secure - All outside doors checked and locked where necessary.
- All lights turned off.

PLEASE SIGN THE USERS' SHEET IN THE FOLDER ON THE LOBBY TABLE AT END OF SESSION TO CONFIRM YOUR COMPLIANCE WITH THE ABOVE

MANY THANKS!