

Checklist for the end of a hiring period – copies in the village hall

Please:

- ☐ Put equipment away tidily and in the correct places in the cupboards.
- ☐ Stack all chairs in 5's – please use the chair trolley.
- ☐ Mop up any spillages, sweep and vacuum the floors if necessary.
- ☐ Put rubbish in the bins located outside. Inside bins are provided to enable you to separate recycling from general rubbish:
 - ☐ Empty recycling into the *blue* bin outside.
 - ☐ Empty general waste into the *grey* bin outside.
 - ☐ Ensure that the *blue* and *grey* bin lids are closed.
- ☐ Wipe clean kitchen sinks and work surfaces.
 - ☐ Empty the kettles.
 - ☐ Leave dirty tea towels out on a work surface.
- ☐ Check that the toilets are flushed and that nappies, etc. are disposed of in the bins provided.
- ☐ Ensure you remove any decorations or equipment brought in.
- ☐ Ensure the side gate and emergency exit door are closed – hang the gate key on the hook in the Main Hall near the Emergency Exit door.
- ☐ Close all the windows and turn off all heaters, water heaters, hand driers and lights.
- ☐ Check that both fans and air conditioning units are off.
- ☐ Lock both the kitchen and front doors securely.
- ☐ Return the hall keys to Tony at Gable Drive, Earith Road, Colne, PE28 3NL, and report any issues or concerns about the hall directly to him.

Any questions? Contact: Tony Steward 📞 01487 841735

✉ tonysteward1@btinternet.com