

EXIT CHECKLIST

01 May 2026

Our Village Hall is run by a team of volunteers – please help us to help you!

On leaving the Village Hall, kindly ensure you have checked the following:

Area	Please Check
Cleaning	All areas clean & tidy, as detailed
Tables & Chairs	All items stacked and put away in storage location
Heating	Switched OFF (by cupboard to Tables & Chairs storage, in Large Hall)
Taps	Ensure closed so no running water during day / night. Issues: please Whats App EMVH mobile
Windows	All locked and secure: <ol style="list-style-type: none"> 1. Toilets Ladies 2. Toilets Disabled 3. Toilets Gents 4. Kitchen 5. Small Hall 6. Large Hall 7. Entrance Lobby
Doors	All locked and secure: <ol style="list-style-type: none"> 1. Back Door by Kitchen 2. Fire Exit Door in Small Hall 3. Fire Exit Door in Large Hall (Car Park side West) 4. Fire Exit Door in Large Hall (Garden side East) 5. Entrance Lobby (as you exit)
Lights	Switch OFF (Toilets, Hall, Kitchen, Entrance Lobby)

**Any problems / issues / maintenance issues please
WhatsApp EMVH on 07956 783 061 or call as necessary.**

**Thank You for helping us to keep the facilities clean and
well maintained.**