

End of hire Checklist/Record

Booking Number Ref..... Customer Name..... Date/Time Hall checked

	Guidance/requirements	Satisfactory	Check/comments
Kitchen	Recycling & General waste		All recycling separated from general waste. General waste bagged and put in black bins (in bags), recycled items in green bin (not in bags) No waste left behind.
	Wash up and put away crockery		All items clean/dried and put away
	Mop up spills, mop floor		Kitchen floor clean
	Clean worktops		Worktops wiped clean
	Switch off water heaters and cooker		All switches off in Kitchen
	Switch off lights to kitchen		Switched off
Main Hall	Close windows		All windows closed and secure
	Close window blinds		Blinds closed
	Switch off lights to hall area and outside front of hall. (main panel in hall)		All switches off on main control panel
	Wipe table-tops if used		Table-tops wiped down
	Use tools to release table legs, stack tables on trolleys, secure tables with safety strap, return trolleys to storeroom.		No bent table legs. All GO-Pack tables on trolleys and secured with safety strap.
	Stack chairs onto chair rack.		Chairs stacked on chair rack (6 chairs per rack)
	Sweep hall floor, mop up any spills.		Hall floor swept and any spills mopped up

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Toilets	Switch off lights to Gent's, Ladies and disabled toilets (switches on walls outside toilet entrances)		Lights switch off
	Important – Check that sink taps are closed.		All sink taps closed
Entrance	Check all lights off and windows secured		Before leaving, check all lights off and windows secure
	General Waste & Recycling		General waste bagged and put in black bins (in bags), recycled items in green bin (not in bags)
	Excess waste/recycling to be taken home.		No bags of waste stacked against bins
	Litter outside		Balloons, confetti etc all cleared up
	Switch off lights		External floodlight is automatic, one external lamp is switched in Entrance hallway, switch is next to entrance hallway light switch
	Ensure main entrance door is locked		Check that the door is locked (push it to after releasing the bar with the Allen key)
	Return key to key safe		Return key to Keysafe
Other	Visible damage		Woodwork, chairs, tables, doors etc.
	Items missing		Crockery, utensils, pots and pans etc.
	Condition of walls/windows/paintwork		No damage from Sellotape or pins. (Ok to use paint friendly tape)