

Mandeville Hall ENTRY-EXIT Check List

	TICK BOX
On Entry	√
Ensure that all of your guests know the fire exit routes & muster point (Car Park)	
Check that Fire Exit doors are clear of obstruction inside and out (Keep clear at all times)	
Check that Fire Extinguishers are in situ and not obstructed (Do not obstruct with tables/chairs etc)	
On Exit	√
Return any tables (wipe clean) and chairs to their correct storage area and ensure they are stacked correctly	
If the kitchen area has been used ensure that the floor & worktops are clean and appliances are clean and switched off	
Bar (Main Hall Only): Ensure all glasses are clean and stored correctly. Counters and floor are clean. Appliances switched off	
Note: If you are using the kitchen or bar you should bring your own t-towels	
Ensure that all floors in the areas used (including the entrance lobby) are hoovered and clear of spills - mop if necessary.	
Toilets, toilet hand basins and floors to be left clean and waste bins empty (spare bin liners available in each bin)	
All bottles, rubbish and waste bin contents must be taken away for disposal. (Bring your own "black bags")	
Check that all lights are switched off & taps turned off (particularly in the toilets & lobbies)	
Ensure that windows are closed, fire exits are secure and the exit door is locked	
Note: Main hall front entrance may need bolts securing if both doors have been opened!	

It is the responsibility of the Hirer to ensure that the hall is left in a clean, tidy & safe condition ready for the next hire coming in. It is also important that booked times (entry & exit) are adhered to for the benefit of all users. Your deposit will be withheld if you fail to check out correctly.

Hall Hired: Main Hall/Community Hall (Delete as appropriate)

Hirer: Print Name: _____

Signature: _____

Date: _____

Checked by (Trustee): _____

Contact No: _____