

Dear Hirer,

Before you leave the New Bradwell Community Centre, please ensure you have checked the following.

### **Leaving Check List**

- The overhead heaters (and if applicable, wall heaters in the reception area) are switched off.
- Return tables, chairs and other equipment to their original position.
- All internal doors are CLOSED and not propped open.
- Plug sockets are switched off.
- All lights are switched off (including the toilets).
- Any rubbish is cleaned up and taken with you. It cannot be left outside the centre.
- Leave the space as you found it. Cleaning equipment can be found in the hallway off the back of the main hall.
- Check all fire doors and windows of the premises are closed.

If you have made use of the Kitchen facilities, please additionally check.

- All washing up has been done and items returned to the correct cupboard.
- Kitchen counters have been wiped down.
- Kettles empty and switched off.

If you do find any issues or need to make a report following your booking, please drop us an email to [communitycentre@newbradwell-pc.gov.uk](mailto:communitycentre@newbradwell-pc.gov.uk)

Many Thanks

New Bradwell Parish Council