

End of hire Checklist/Record

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

	Guidance/requirements	Satisfactory	Check/comments
Kitchen	Recycling & General waste		All recycling separated from general waste
	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 heater, cooker in cupboard		All switches off in Kitchen cupboard next to cooker
	Switch off lights to Gent's toilets (above kitchen sink)		Lights switch off
	All windows closed and kitchen outside door locked		Both windows closed and back door locked
	Switch off lights to storeroom, ladies toilet, accessible toilet, kitchen (main panel & by back door)		All switches off on main control panel
Main Hall	Close windows		All windows closed and secure
	Leave curtains open		Curtains left open
	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.
Main Hall	Stack chairs 7 high max.		Chairs stacked between 5-7 high – trolley used to move stacks of chairs

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	Sweep hall floor, mop up any spills.		Hall floor swept and any spills mopped up
	Turn off hall lights		All lights switched off
Toilets	Turn off water (ladies toilet stop cock right hand cubicle)		Water stop cock turned off
	Important – Check that sink taps are closed.		All sink taps closed
Entrance	Ensure storeroom doors are bolted		Folding doors closed and bolted
	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 green bins, recycled items in blue 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 lobby, switch is next to lobby light switch
	Ensure both front doors are locked		Check that both doors are locked (double conservatory doors)
	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)