

## SYRESHAM VILLAGE HALL- END OF USE TICK LIST

**MAIN HALL.....**       – Floor swept and clean

- Door to patio closed
- All windows closed
- Projector switched off (if used)
- Screen retracted (if used)
- All lights switched off

**STORE ROOM .....**       – Tables stacked correctly and all straps secured

- Chairs stacked correctly
- Trolleys in correct place
- Rear door to outside double locked
- Lights switched off
- Sound system switched off (if used)
- No obstructions to emergency exit

**KITCHEN .....**       – All working surfaces wiped down

- Fridge emptied and left ON
- Dishwasher drained and switched off (if used)
- Microwave and ovens emptied, switched off and left clean (if used)
- Hot water urn turned off (if used)
- Bins emptied (bags put in compound at side of hall or taken home)
- Rear door to outside area double locked
- Any used crockery/cutlery/glasses washed and put away
- Floor swept and clean
- Shutters lowered
- Window closed
- Lights switched off ( including any rear outside lights)
- Wall heater off
- Doors closed

**TOILETS.....**       – Wash surfaces left clean

- Toilets left clean and flushed
- No water left running
- Wall heater in corridor off

**Please note that lights in toilets and toilet corridor will turn off automatically**

**MEETING ROOM (if used).....**       – Window closed

- Room left clean and tidy with tables and chairs properly laid out
- Wall heaters turned off
- Lights switched off (including library)
- Door secured

**CLOAKROOM (if used).....**       – Left tidy and lights switched off

**FOYER .....**

- Wall heater off
- All lights switched off
- Floor swept
- ALARM turned on
- Main door properly closed and double locked with key