

HIRERS 'CLEAR-UP' CHECKLIST

The following items should be attended to before leaving the hall.

Hall (Main Room)

Chairs stored away neatly and safely in the chair store – maximum of 5 chairs per stack

Tables stored away neatly and safely in the table store

Use the trolleys provided to move tables and chairs to avoid injury and damage to the floor

Floors swept but not mopped – broom is in the cupboard to the right of the entrance door

Any broken glass reported to the Bookings Secretary so the cleaner can double check to see if any shards remain

Windows closed and all doors locked, and blinds opened

Lights turned off

Kitchen

Pots and cutlery washed and stored away. Tea towels available in kitchen drawer.

Surfaces washed down

Floor swept.

Taps and any electrical equipment turned off, lights turned off

Lobby and Corridors

Floors swept and mopped if muddy

Lights turned off (note that the toilet lights are automatic)

Toilets

The toilets should be left as found. Our cleaner will clean these and only if exceptionally soiled does the hirer need to clean

Changing Rooms

Floors mopped

Showers should be left as found

Rubbish

All rubbish cleared away. Bins are provided for both general and recyclable waste. If bins are full, please empty into large external bin (key on inside of door of wall cupboard, to the left of the fridge/freezer).

Breakages

All breakages reported to the Bookings Secretary

Equipment failure

If you have noticed any equipment at the hall not in working order, please report this to the bookings secretary so that we can attend to it

Keys

If you have been provided with a key or fob it is important that you return these IMMEDIATELY after the hire as others may need them.

Thank you for hiring our hall. We welcome all feedback as this will greatly assist us in maintaining standards and planning any improvements. Please send any comments or queries to info@village-hall.org