

CHECKLIST FOR FUNCTIONS AND MEETINGS



At the end of your hire period, please complete the following checks to ensure that your deposit can be refunded. Your contact for any queries or issues is **AJ Wilson** mobile **07968 113 845**.

Hoover, dry and wet mops along with buckets and brush & dustpan are in the storage room accessed through the entrance lobby. Please bring your own cleaning products and cloths, and bin bags to take away.

Area	Condition	Action required	Done
Main Hall	No tables and chairs	Wipe table surfaces Brush chairs to remove any crumbs Move all the tables and chairs into the storage room Note! Max 9 chairs per stack (blue chair mover)	
	Staging	Move to the screen end of Hall all stacked up – do not dismantle	
	Floor is clean; no debris and stains	Dry mop the floor Hoover up the debris and corners Remove any stains with water and cloth, dry (no harsh chemicals)	
	Fire Exit Doors closed	Physical check required	
	Windows closed	Check and close as required	
	No decorations and/or other materials	Remove all items that you brought with you	
Toilets; Ladies, Gents & Accessible toilet	Floors, toilet bowls / urinals, handwash basins and surfaces are clean Bins empty	Brush toilet bowls / urinals and wipe seats and handles Clean wash basins, taps and the surrounding tops, dry Mop the floors Empty bins	
Committee Room	Room left clean and as you found it	Hoover floor Wipe tabletops, dry Check chairs for crumbs, brush Organise the furniture; 4 tables leaving a square in the middle with 8 black chairs around it, rest stacked up	
Kitchen	Kitchen floor, surfaces, sinks are clean	Wipe down all surfaces Sweep and wet mop the floor (yellow bucket)	
	Kettles, urn, and cooker turned off	Empty and unplug kettles and urn Turn cooker off using the wall switch	
	Crockery etc washed and put away	Crockery, cutlery etc clean and tidily in their correct cupboards (labels on shelves)	
	Bin empty	Take your rubbish and recyclables with you	
Entrance Lobby	No visible debris on the floor	Hoover the floor	
	Electricity cupboard by entrance door closed and locked	If it's dark outside, press the 5 min light switch before exiting to switch on the outside lights	
Rubbish etc.	Nothing of yours left behind	Take rubbish and any of your items with you	
Kitchen & Front Door & Keys	Kitchen door locked from outside, then front door, keys put away into the key safe	Check kitchen door from outside Put the keys back into the key safe and ensure the safe lid is locked and cover on	

Thank you for helping us maintain our Hall clean and tidy for the benefit of all users!