

## CHECKLIST FOR END OF HIRE – MEETINGS & CLASSES



At the end of your regular class or meeting hire of the main hall or committee room, please complete the following checks and actions to ensure the facilities are left ready for the next hirer. The hall is cleaned by the committee member every Monday, so it is ready for the week ahead.

Your contact for bookings, any queries or issues is Isla Dunbar; mobile: **07971 119 711**.

Hoover, dry and wet mops along with buckets, brush & dustpan, and bucket are in the storage room (former kitchen) accessed from the entrance lobby.

Area	Condition	Action required	Done
Main Hall	No tables and chairs	Move all the tables and chairs into the storage room <b>Note! Max 9</b> chairs per stack (blue chair mover)	
	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	
Toilets; Ladies, Gents & Accessible toilet	Toilets are empty with no visible debris or dirt	Physical check required Put any debris to bin and wipe away any dirt	
Committee Room	Room left clean and furniture organised as you found it	Organise the furniture; 4 tables leaving a square in the middle with 8 black chairs around it, rest stacked up	
Entrance Lobby (last one out)	No visible debris on the floor	Bin any debris	
	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	
Equipment and Rubbish etc.	Nothing of yours left behind	Take rubbish and any of your items with you	
Front Door & Keys (last one out)	Kitchen door locked from outside, then front door, keys put away into the key safe	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!**