We hope you have enjoyed your event and that the Hall has been a good venue for you. We have provided the check list below to help you to shut up the Hall safely and securely at the end of your hire.

**House Keeping Check List**

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| --- | --- |
|  | All non-hall materials and equipment must be removed (e.g. anything you have hired or brought) |
|  | Floor swept and any spills cleaned up. Mops and buckets are located in the cleaners' cupboard. *First cupboard on the left as you enter the kitchen.* |
|  | All Toilets inc disabled + Changing facilities (if used) cleaned, swept and mopped. |
|  | All Kitchen surfaces wiped down (if used) and floor swept and mopped. |
|  | Kitchen water heaters, Kettles and Dishwasher are off |
|  | Cooker burners and oven turned off­ and checked. Dishwasher run, emptied and drained |
|  | Sweep up any cigarette ends outside the front door. |
|  | All Chairs and Tables returned after use |
|  | Hall and Meeting Room clean and left as found |
|  | All windows closed (including toilets and kitchen) |
|  | All lights and Power turned off |
|  | The three outside doors are locked and secured |