

FAIRWARP VILLAGE HALL

Registered charity number 305218

End of Hire Checks

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

	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. <i>First cupboard on the left as you enter the kitchen.</i>
	All Toilets including disabled + Changing facilities (if used) cleaned, swept and mopped.
	All Kitchen surfaces wiped down (if used) and floor swept and mopped.
	Dishwasher run, emptied and drained – if used.
	Kitchen water heaters, Kettles and Dishwasher are off. Cooker burners and oven turned off.
	Sweep up any cigarette ends outside the front door.
	All Chairs and Tables returned to the back room 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 secured