

FREELAND HALL CHECK LIST

The hall, kitchen and toilets must be left in a clean and tidy condition for the next user. This is expected from all people using the hall.

Cleaning implements including a vacuum cleaner, mop, brooms, cleaning cloths and rubbish bags, are stored in the right-hand side cupboard of the hall.

Tasks – please ensure;	✓
<ul style="list-style-type: none"> all outside areas are free of cigarette stubs or litter 	
<ul style="list-style-type: none"> all exterior and internal lights have been turned off 	
<ul style="list-style-type: none"> all external doors are locked including external doors from kitchen area, and that latches are down on doors to garden 	
Hall and entrance hall <ul style="list-style-type: none"> the floor has been swept and is free of hazards and litter (Any spillages should be mopped with a slightly damp cloth and wiped dry) all windows and fire doors are shut, including the doors to the storage area 	
Kitchen <ul style="list-style-type: none"> work surfaces and wiped clean and floor is swept fridge has been emptied dishwasher has been emptied of crockery <u>and</u> water – see instructions on wall all electrical appliances have been switched off ie <ul style="list-style-type: none"> cooker and hood water heater dishwasher <u>not</u> fridge or freezer bin has been emptied items for recycling have been taken away sufficient kitchen roll available for next hirers (Spares in the cupboard) 	
Toilets <ul style="list-style-type: none"> toilets are all flushed the bins are emptied there are sufficient toilet rolls in place for next users (Spare toilet rolls in the cupboard) there is sufficient soap for hand washing for next users (Spares in the cupboard) 	
Storage area <ul style="list-style-type: none"> table tops are cleaned thoroughly tables and chairs stacked appropriately as per plan on wall in storeroom floor clean 	
Music System <ul style="list-style-type: none"> Switched off and cable placed in store room. 	

**If the hirer does not leave the hall in an appropriate condition the deposit will be forfeited
By order of Freeland Village Hall Management Committee**