

Sydling Village Hall

THINGS TO DO BEFORE YOU LEAVE

Rubbish

It is you, the Hirer, who is responsible for removing all your rubbish from the Village Hall and grounds – there is no rubbish collection from the premises. Rubbish bags are available in the boiler room.

Cleaning

Cleaning materials, vacuum cleaner, mop, brushes and dustpans etc are stored in the boiler room.

Anything Wrong?

Please report any breakages or equipment not working.

Main Hall and Stage

- a) Check that the floor is clean. All cleaning items and materials are stored in the boiler room.
- b) Unless told otherwise, carefully and tidily store tables and chairs in the side store room.
- c) Check that all windows and doors are securely closed.
- d) Ensure that the kitchen hatch shutter is fully down. **This is a fire regulation requirement.**
- e) If the stage has been used, ensure the curtains are pulled fully across and draped tidily.
- f) Remove all rubbish.
- g) If instructed to do so, please switch the heating off.
- h) Ensure all lights are switched off.

Committee Room

- a) Unless told otherwise, carefully and tidily store tables and chairs in the side store off the main hall.
- b) Check that the floor is clean. Vacuum the carpet if necessary.
- c) Clean the sink and worktop.
- d) Ensure the water heater under the sink is turned off.
- e) Remove all rubbish.
- f) Check that the windows are securely fastened and the double-door is shut.
- g) If instructed to do so, please switch the heating off.
- h) Ensure the lights are switched off.

Kitchen

- a) Check that the windows are securely closed.
- b) Unless told otherwise, switch off the fridge, empty and clean it and leave the door open.
- c) Clean and drain the dishwasher in accordance with the laminated instruction sheet provided.
- d) Check that the oven is clean. Any cleaning to be done in accordance with the laminated instruction sheet provided.
- e) Switch off the Burco Boiler.
- f) Ensure the hot cupboard is switched off and clean (please do not leave food in it).
- g) Ensure all work surfaces are cleared and left clean and dry.
- h) Remove all rubbish.
- i) Close the hatch shutter down. **This is a fire regulation requirement.**
- j) Switch off all lights.

On Leaving the Building

Please:

- a) Remove all rubbish.
- b) Turn off the reception area and outside lights (the toilet lights have automatic switching).
- c) Ensure the Village Hall entrance door is securely locked.
- d) Put the door key into the key safe and 'scramble' the thumb switches.