

CHECKLIST – Things to do before you leave

Before you leave the premises kindly attend to the following:

*Sweep the main hall floor, there is a wide broom and dustpan and brush in the boiler room cupboard opposite the kitchen back door. Please wipe up any obvious spillages with damp cloth or mop, please do not over-soak the floor.

*Leave the kitchen clean as you found it, see cleaning tips on wall opposite fridge. Floor cleaning items are in the boiler cupboard i.e. dustpan and brush, dedicated mop and bucket.

*Ensure dishwasher has been drained according to instruction on top of appliance, remove any food debris from the filters.

*Put back any crockery or cutlery where you found them. Do not add items not belonging to the hall.
(Report breakages to the booking clerk so items can be replaced).

*Ensure fire door outside kitchen is securely shut. Do this by pushing down the bar whilst pulling the door gently closed by the handle until it clicks shut, then check it is secure.

*Make sure main hall double fire doors are securely shut.

*Switch off appliances, **check urn is off**, check fridge is clean and dry if used and leave door open.

***Take all your rubbish home with you, including food waste, plastics and glass bottles.** There are no waste collections from the village hall.
Check the toilets are clean and tidy.

*If you are a village resident, we would be grateful if you could wash used t towels and return them back to the top drawer, or leave in the lobby if main hall is in use. Otherwise leave used t towels by sink for collection by a trustee.

Please vacate premises by midnight, ensuring guests leave quietly so as not to disturb neighbours.

Thank you very much for your cooperation.

Village Hall Trustees

Sept 26