

End of Hire Session Checklist

Main Hall	Check floor – wipe/mop spills and sweep
	Leave all the chairs as you found them and return (cleaned) tables to storage area
	Close all windows and external doors
	Ensure heating is turned low
Main Hall entrance lobby	Clean the carpet with vacuum cleaner if needed
Toilet areas for both rooms	Make sure all toilets are flushed and clean and windows closed
Kitchens in both rooms	Return any crockery/cutlery/trays after cleaning to cupboards/drawers or pantry where found
	Clear and wipe surfaces
	Wipe oven/hobs/sink
	Sweep floor, wipe any spillages
	Ensure you empty the fridge of any food you have brought with you
	Empty all bins in the outside bins
	Ensure windows and doors are closed
Lights	Turn off all internal lights
Locking up	Make sure all doors (Main Hall, Douglas Taylor Room, Kitchen doors to outside) are securely closed and locked before you leave
Valuables	Valuables, including money, may not be left on the premises overnight. Only items agreed with the Hall Manager may be left at your own risk.

The Village Hall Management Committee appreciate your cooperation in leaving the Hall in a safe and clean state at the end of your hire times.