

Clan MacQuarrie

Exit Checklist



Centre users -please check every time you leave:

- Kitchen**
 - If the kitchen has been used please also check the Kitchen Checklist (in kitchen).

- Floors**
 - Sweep all areas you have used as needed, brushes are kept in the Cleaning Store.

- Waste**
 - Throw any rubbish in the correct bin - if bins are full, please empty to the outside bin store.

- Equipment**
 - Please ensure all sound equipment, chairs and tables etc is put back in the correct store.
 - Check all switches are turned off.

- Doors & Windows**
 - Leave all internal doors closed and lock up any cupboards opened.
 - Check all windows are left closed.

- Lights**
 - Turn off all internal lights before leaving; including any cupboards.

- Visual checks**
 - Visually check all spaces to ensure all attendees have left the premises.

Please report any issues or potential hazards immediately by email info@clanmacq.com or by phone to 07376 485 394.

Thank you!

Clan MacQuarrie

Kitchen

Checklist



Kitchen users -please check after every use:

- Cleaning**
 - If the kitchen has been used; please ensure all areas, surfaces, crockery and equipment have been thoroughly cleaned ready for the next use.
- Floors**
 - Sweep and mop all areas used as needed; brushes and mops are kept in the Cleaning Store in the Main Hall.
- Waste**
 - Ensure all rubbish is in the correct bin - please remove all waste bags from the kitchen to the outside bins.
- Equipment**
 - Please ensure all kitchen equipment is cleaned and put away.
- Crockery**
 - Please put away any crockery used in the correct store once cleaned and dry.
- Taps & Sinks**
 - Please ensure all taps are turned off and sinks are left clear.
- Switches**
 - Turn off the hot water boiler switch, extractor fan switch and switches on the pillar. The fridges and freezers are to be left on.
- Fridges**
 - Please remove any food and drink from the fridges, unless returning the next day.
- Doors & Lights**
 - Lock the kitchen back door upon leaving and please turn off the kitchen light.

Please report any issues or potential hazards immediately by email info@clanmacq.com or by phone to 07376 485 394.

Thank you!