CLAVERTON DOWN COMMUNITY HALL

Charity Commission Registration Number 304478

End of Hire Checklist

As no-one is on site between bookings to prepare the hall, you must leave the hall ready for the next hirer.

Below is a checklist for you to follow at the end of your hire period.
Not all bullet points will be relevant to all hirers on every occasion.

Hall

- Wipe up spills from the floor
- Sweep the floor and remove the debris
- Wipe marks off the walls
- Wipe down the tables and chairs and return them to the store room
- Close the stage curtains
- Close the hatches to kitchen and table/chair store
- Close the curtains on windows and emergency exits (winter)

Kitchen

- Wash, dry and put away all crockery and cutlery
- Clean the work surfaces and splashbacks
- Clean the inside of the microwave
- Clean the oven and hob
- Mop the floor using the BLUE mop
- Switch off the boiling water heater on wall
- Turn off the hob and oven

Toilets

- Pick up any paper on the floor or in basins
- Rinse round the basins
- Mop the floor using the RED mop

Lobby

- Mop the floor using the BLUE mop

General

- Remove all your waste (rubbish and recycling)
- Switch off all the lights (NB the light in the disabled toilet is activated by a senser and stays on for a couple of minutes after the room has been used)
- Close the door between the lobby and hall
- Drop the latch on the entrance door and check that the door is locked

- Brooms, buckets, dustpan & brushes can be found in the cupboard outside the Women's Toilet
- The vacuum cleaner, Mops & buckets can be found in the store at the back of the stage on the right
- Dishcloths and washing up liquid can be found under the kitchen sink
- Paper towels are available from the dispenser in the kitchen