Huskar Community Rooms

End of Hire Checklist

Please ensure that all the following are checked off before leaving the building:

- All curtains are left open
- All windows and doors are securely closed. Please **ensure exit door locks are engaged** – pull and release centre bar to engage
- Activity rooms, kitchen, entrance, toilets have all been swept / hoovered / mopped and left in a clean and tidy state
- All chairs and tables are stacked neatly and safely, either on the trolleys provided or in the entrance / kitchen
- All bins are emptied and bin liners replaced (spares are available in the drawers in the kitchen)
- All waste has been placed in large wheelie bin to the rear of the centre (any bulky items should be removed by the hirer)
- All equipment or utensils that has been used in the kitchen, including the ovens and hobs have been washed, dried and put away
- Kettles and water boiler have been emptied and switched off
- All inside lights are turned off (Outside lights are automatic)
- Fridge / Freezer has been cleared of all hirers food
- Alarm to be set and external door locked, unless another hire is in process, key to be placed in key safe, unless other arrangements agreed.

Signed: _____

Print Name: _____

Date of hire: _____

Please leave the signed sheet on the side in the kitchen