

## **List of checks after parties at village hall**

Things to check for after private parties/bookings at the hall:

1. Check keys are in the outside key safe and it is secure
2. Check both floors for cleanliness
3. Check both front and kitchen doors were locked
4. Check all toilets are left clean
5. Check fire doors are secure
6. Check all windows are closed
7. Check fridges are empty
8. Check taps are turned off
9. Check kettles and hot water machine are switched off
10. Check kitchen bins have been emptied
11. Check the oven is left clean
12. Check that chair and table racks are back in the right place and tables and chairs are stacked properly in the racks

(There should be 1 hanging chair rack in main hall, 1 hanging chair rack in left-hand side lobby plus 1 hanging chair rack and all the tables and their racks in the small hall.)