

KIPPEN VILLAGE HALL
(Registered Charity No.SCO40993)
Fore Road, Kippen, Stirlingshire FK8 3DT

CHECKLIST

BEFORE LEAVING THE HALL PLEASE CHECK THE FOLLOWING:

ALL LIGHTS SWITCHED OFF	Particularly easy to miss: Outside passage lights – switch off by the fire escape Outside front door – switch off in front lobby Kitchen upstairs and back of stage (The toilets and small downstairs kitchen are motion controlled and will switch off themselves)
TAKE ALL RUBBISH AWAY WITH YOU	The council do not uplift hall rubbish
SECURE BOTH EXTERNAL DOORS	Ensure Fire Escape door is correctly closed. Push front door so properly closed
SWEEP FLOOR/CLEAN UP	Please ensure the hall floor is properly swept and the hall is left in a clean state
STACKING TABLES/CHAIRS	Please ensure that tables and chairs are safely stacked as shown on the photos in the storage area
WATER BOILER	If you have used this, please make sure it is switched off at the socket.
Any problems, contact: Claire Thomson	07796 601197
Emergency Plumbing/Heating problems contact Graham Thompson	01786 870 648