

KIPPEN READING ROOM

MAIN STREET KIPPEN FK83DN

CHECKLIST

Before leaving the Reading Room please check the following.

ALL LIGHTS TO BE SWITCHED OFF	Downstairs, upstairs and landing. Toilet lights Kitchen lights
ALL HEATERS SWITCH OFF	All wall heaters Heaters in toilets Heater in garden room
KITCHEN SWITCHES	Switch off cooker, water heater, kettles and urn. Wall heater and extractor fan
REMOVE ALL RUBBISH	The council only remove household rubbish. Bags provided
SECURE ALL DOORS	Especially fire escape doors and front door
SWEEP OR HOOVER FLOORS AND LEAVE CLEAN	Hoover is in disabled toilet A brush and mop etc are stored in the kitchen
STACK ALL CHAIRS AND TABLES	Large tables in Garden Room storage area. Blue chairs with black handles together Blue chairs with black legs together Blue chairs with chrome Garden room
COAL FIRE	If you use the coal fire, please return next day to reset and refill coal box from bunker in back garden. Sticks, papers and fire lighter`s stored next to fireplace