

Before you leave, please complete the following checklist.

- Washed and dried all crockery and cutlery and returned to cupboards.**
- Returned all tables and chairs to their original positions.**
- Swept the floor, and mopped if necessary, to leave it free of dirt and dust.**
- Taken away all rubbish/re-cycling with you in your own rubbish bags.**
- Ensured the toilets and kitchen are clean and left as you would wish to find them.**
- Switched off all lights. If you have changed the heating thermostat restored it to its original setting.**
- Closed all windows, drawn the window blinds and closed all internal doors.**
- Checked the emergency exits are locked from the inside by pushing on the door – not the exit bar.**
- Close the main front door behind you as you leave and check the lock has engaged.**

Thank you for your cooperation.

The Board of Trustees, Marindin Hall, Frensham

