

Neuadd Bronwydd Hall

End of Booking Check List

MAIN HALL	Floor - wipe/mop any spills and sweep (if necessary)
	Chairs – leave chairs as you found them (60 stacked in hall remainder in the storage area)
	Tables – wipe clean if necessary and return to storage area
	Emergency Exit Doors – ensure these doors are closed and made secure
	Lights – turned off
KITCHEN	Floor - wipe/mop any spills and sweep (if necessary)
	Worktops – clear and/or wipe surfaces
	Crockery (if used) – clean and return to cupboards, where they were found
	Dishwasher (if used) – empty and return crockery to cupboards, where they were found
	Sinks – clear and/or wipe surfaces
	Cooker (if used) – ensure it is turned off and wiped clean
	Fridge & Freezer (if used) – leave empty and wipe clean any spills
	Windows – close (if opened)
	External Door – ensure the door is closed and locked
	Lights – turned off
Foyer	Floor – clean the carpet with vacuum cleaner if needed
	Main Entrance Doors – closed and key holders must ensure both the double doors are securely locked
	Turn off all internal and external lights
Toilets	Make sure all toilets (Ladies, Gents and Disabled) are flushed and left clean and tidy and any windows are closed
Golden Rules	All rubbish must be taken away. We do not have facilities for the disposal of rubbish
	Leave the hall as you found it