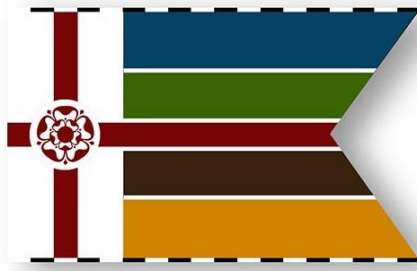


ROSLISTON & CAULDWELL VILLAGE HALL



Main Street,
Rosliston,
Swadlincote,
Derbyshire,
DE12 8JW.

Registered Charity Number: 520504

www.roslistonvillagehall.com

Email: roslistonvhall@gmail.com

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END OF HIRE CHECKLIST

Please use this checklist to ensure that the hall is left clean, tidy, and secure at the end of your hire period. Our cleaner does not come in after every hire. It is every hirer's responsibility to ensure that the hall is left ready for the next hirer. Failure to leave the hall in a 'hire ready' condition may mean your surety fee is not refunded.

Action	Completed
Chairs clean, re-stacked in the small back room (no more than 10 high and not blocking any doors).	
Foldable tables clean and stacked safely in the storeroom.	
Small tables clean and returned to original positions in the main hall.	
All crockery, cutlery and kitchen equipment washed, dried, and returned to original drawers/cupboards in the kitchen.	
Unplug and empty hot water urns if used.	
Clean microwave and oven if used.	
Sound and Lighting panel turned off – any leads provided returned to the panel.	
Stage cleared and vacuumed; curtains tied back in original positions.	
Garden and yard left tidy, with toys being returned to their original positions. Rubbish removed.	
Car park checked for rubbish.	
All floors (including kitchen, toilets, and stage) are swept, vacuumed, and mopped.	
Toilets & Urinals are flushed and left clean.	
Sinks, sink surrounds and taps are wiped clean (in the kitchens and toilets).	
Bins are emptied, bin bags replaced, and bin lids wiped.	
Fridge and Freezer are emptied of food (unless it belongs to the Pre-school).	
Wheelie bins are filled correctly (Black and Pale Green bins for general waste, Brown Bins for garden waste, dark green bin for glass, plastic and cans and black caddy for cardboard, which should be flattened). Each hirer should be leaving no more than one bag of general waste – excess waste should be taken and disposed of at home. Wheelie bins must be able to be fully closed. No rubbish should be left at the side of the bins or in the car park – it must be removed by the hirer.	

All windows are closed.	
All doors are closed (internal and external) – fire doors are locked shut by turning the silver knobs.	
Keys from the key safe in the storeroom have been returned (if opened and used). Key safe is locked and combination scrambled.	
Storerooms (for regular hirers) are clean, tidy, and accessible if required.	
Accident book and First Aid box (if used) have been returned to the kitchen – accidents and use of any first aid equipment reported to the Booking Clerk.	
Cleaning materials are returned to the storeroom and left tidy (inform the booking clerk if any items have run out).	
Heating has been returned to original settings if altered.	
Ensure any equipment, decorations etc have been removed from the hall and taken home.	
Turn off all the lights.	
Ensure the Main entrance doors are closed and locked – and the keys returned to the outside key safe or the Booking Clerk (depending on arrangements). Outside Key Safe is locked and combination scrambled.	
Any issues reported to the Booking Clerk at the end of the hire.	