

Kitchen & Kitchenette After Hire Checklist – Before You Leave

Kitchen & Kitchenette

- Remove all food and clean up any spills (including fridge, hob, oven, microwave).
- Empty dishwasher (if used) and switch off.
- Wipe all surfaces including under appliances.
- Sweep and mop the floor (return mop & bucket to Room 10).
- Empty bins, replace liners (under sink), and take rubbish/recycling home.
- Switch off all kitchen appliances and lights. Lock the side door (slide catch up).

Tables & Chairs

- Wipe tables with antibac spray (buckets under kitchenette sink).
- Return tables and red chairs to trolleys correctly (4ft/6ft separate) Follow noticeboard photo.
- Return trolleys and grey chairs to store room (follow noticeboard photo)
- Stack grey chairs no more than 8 high. Store sack trolleys in front.
- Switch off lights.

Main Hall & Stage (if used)

- Remove decorations.
- Sweep/hoover floor (no hoovering wet food/liquids).
- Mop spills with General Mop & Bucket (Room 10).
- Return furniture. Don't block fire doors or store equipment beneath the gas meter.
- Switch off sound system (leave hearing loop on).
- Switch off stage and hall lights (Leave House lights switch to on position on stage)
- Switch off heating. Close all doors & windows.

Small Hall

- Remove decorations/posters.
- Sweep/hoover and mop up any spills.
- Switch off heating, lights, and close all doors/windows.

Oak Room

- Wipe tables.
- Sweep or hoover (no hoovering spills).

Changing Rooms (if used)

- Remove belongings and rubbish.
- Switch off lights. Close doors & windows.

Garden (if used)

- Take all rubbish and bottles home.
- Double-bolt side gates if opened.
- Switch off outdoor lights.
- Return toys/equipment. Report damages to Admin.

Corridors & Lobbies

- Turn off lights and lower thermostat in rear corridor.
- Secure exits and close all internal doors.

Before Leaving

- Report any damages (take photos and phone/email Admin).
- Make sure everything is clean, secure and nothing is left behind.
- Lock the main door if last to leave the premises. Otherwise, just close it behind you.

Security Deposit

We aim to return your full security deposit, however failure to carry out the above tasks or return the keys will result in retention of some or all of your deposit. See [Security Deposit Deductions Policy](#)