

END OF HIRE SESSION CHECKLIST

At the end of every hire session hall users shall ensure that:

- All lights, including those upstairs are switched off.
- All heater switches are in the “off” position.
- All window curtains are open.
- Chairs are stacked tidily in the store room with the trolley under the last stack.
- Tables are clean and stacked tidily on table trolleys in the store room.
- All kitchen utensils taken out and used are cleaned and put away.
- All toilets have been flushed and left in a clean condition.

General cleaning equipment (brushes, dustpans etc.) are kept in the cupboard