

## End of hire Check list for Sibbertoft Reading Room

The Reading Room does not have a professional cleaner. This keeps the cost down for hiring the Reading Room, but it also means that we appreciate your help keeping the premises clean, tidy and as you would wish to find it.

1. **Recyclable waste (plastics, paper, light card, drinks cartons, cans)** must be placed in the blue lidded wheelie bin outside.
2. **Non-recyclable waste** must be tied in black rubbish bags and placed in the wheelie bin outside. Any waste that does not fit in the wheelie bin must be taken away.
3. **Return all equipment** to its original arrangement or place of storage, including tables and chairs.
4. **All areas** must be left clean and tidy as you found them.
5. **Work surfaces, ovens and hobs** must all be left clean.
6. **Crockery, cutlery and cooking utensils** must be washed and put away.
7. **Fridge and freezer** must be emptied of any items belonging to the hirer, left clean, connected and switched on.
8. **All electrical equipment, sockets and lights** (other than fridge) must be turned off. Ensure outside socket switch found under the sink (if used) is turned off.
9. **All windows** must be closed and locked.
10. **Toilets** must be checked and left clean.
11. **Litter:** If you have used the area in front of the Reading Room, all litter must be collected and put in the appropriate bin.
12. **Front Door** to be locked and key replaced in the key safe.

We hope you have a successful event.

Please contact the Booking Secretary if any issues have arisen during the hire period.

**Thank you for using Sibbertoft Reading Room.**