

**Stafford North End Community Association
Single Event Checklist**

Please complete and sign this checklist before you leave the Centre and post it through the letterbox on the outside a deposit. Thank you.

(Cleaning tools are kept in the room on the right at the far end of the corridor.)
(✓ when done OR *not used*)

- _____ The kitchen worktops, sink and all equipment used are wiped clean.
- _____ The hot water boiler is switched off and the drip tray under the tap is empty.
- _____ The kitchen floor is clean (swept or mopped.)
- _____ Chair seats are clean (e.g. no crumbs.)
- _____ Table tops are wiped clean.
- _____ All chairs are replaced **facing away from the hall for safety**
(**grey legs in the hall, black legs on the stage.**) **limit = 5 high**
If we have to replace them ourselves, we will have to charge you.
- _____ All tables are back where they came from - large ones by the metal cupboard.
- _____ The floor - The Wilton Room/Thorpe Hall is clean; vacuumed/swept.
- _____ The toilets are flushed and clean, and all taps are turned off.
- _____ All rubbish has been collected and removed.
- _____ The windows are all closed and the curtains are open.
- _____ The lights are all switched off –
(The lights in the accessible toilet and the outside lights go off automatically.)
- _____ The doors are all closed, including both fire doors
(one in Thorpe Hall near the stage and one at the far end of the corridor.)
- _____ The front door is locked. (Lift the handle **twice** to engage the locks.)
- _____ The key is back in the key safe and the numbers are random again.

Please report any accidental damage or breakages so that repairs or replacements can be made for the benefit of other hirers.

Name _____ Signed _____ Date _____

If you have any problems, please ring 07522 472 627 or 07904 380 760