

Thirlmere Recreation Hall



Departure Checklist

The hall is run by volunteers and we do not have a caretaker. As such we would be very grateful if you would take the time to check all the following on departure:

- The chairs must be left stacked **IN THE PLACE WHERE YOU FOUND THEM** in the **MAIN HALL**
- Tables must be correctly stored, back to back to avoid damage to table tops.
- Check ALL windows are closed – please take a moment to check the shower/toilet windows are closed.
- Switch off electric showers.
- Check all lights are switched off.
- Make sure all electrical appliances are switched off. **EXCEPT THE WIFI AND HEATING HUBS and Fridge Freezer– please check that these are left switched on.**
- Please make sure the fridge freezer has been cleaned out.
- Make sure the water boiler is switched off and the valve in the 'off' position.
- If you have used the AV system, ensure the Master Switch is turned to 'OFF'
- Close all internal doors.
- Please sweep the floors – there is a brush in the kitchen cupboard.
- Make sure all rubbish is separated and placed in the correct bin in the car park. Ensure bins are locked and key is returned to the hook in the kitchen.
- Make sure outside lights are off – switch by front steps.
- Make sure any cigarette ends have been cleared and disposed of safely.
- Ensure all external doors are secured.

Please ensure the back door is locked and the combination on the key safe scrambled.

If the gate was locked on arrival, please ensure it is locked and the combination scrambled when you leave.

Thank you for your cooperation. The volunteers really do appreciate it.

We hope you have enjoyed your time at Thirlmere Recreation Hall