

<p>Post-Use Checklist: Please tick off items on this list to make sure you have left the hall in a clean and tidy condition.</p>	
<p>Rubbish. Food. Please put this in the small brown caddy on the kitchen worktop. There are extra bags under the sink. As we do not have a brown bin, please take this home with you. Plastic: rinse out and put any plastic items that have a definite shape, such as empty bottles.</p>	
<p>Food. Put this in the small brown caddy on the kitchen worktop. There are extra bags under the sink, please take this home with you. Plastic: rinse out put any plastic items, such as empty bottles and food trays, in the blue bin. Plastic bags (black bin liners), dirty cups, polystyrene plates should go in the green bin.</p>	
<p>Glass: Bottles should be rinsed out and put in the blue bin.</p>	
<p>Cardboard: Cardboard boxes should be put in the blue bin. Dirty paper cups and plates should be put in the green bin.</p>	
<p>Paper: Clean dry paper can be put in the blue bin.</p>	
<p>Tables and Chairs: Please return all chairs and tables to the storeroom after having been wiped with the disinfectant supplied. The chairs should be stacked on the trolley with the padded seats facing outwards, otherwise the trolley will not go through the door. Also wipe all door handles, window handles and light switches.</p>	
<p>Sweeping up: Please return the brushes to the storeroom once finished with.</p>	
<p>Dishwasher: Drain when finished with by removing the electric plug and switching off the on/off button on machine. The full instructions are on the wall.</p>	
<p>Tea Towels: Put used towels in the white “wastepaper basket” in the kitchen.</p>	
<p>Lincat Water Boiler: Do not switch off as is permanently plumbed in and does not need draining or filling.</p>	
<p>Lights: The storeroom and toilet lights, are motion sensitive, please switch off all remaining internal lights before leaving.</p>	
<p>Thermostats: Return to 20oC and radiators to no. 3</p>	
<p>Doors: All fire doors and windows must be closed. Check that the fire escape by pushing down the bar down whilst pulling towards you.</p>	
<p>Automatic Door: Switch off automatic door, put the door bolts down and lock the door with the key.</p>	
<p>Return the Keys: Return key to Graeme Brackenbury our Booking Secretary or mobile: 07751747888</p>	

