

# 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><b><u>Rubbish.</u></b> We take recycling very seriously. Although it is tempting to just go round after a party and put everything in a black bin bag, please sort it into either recyclable (blue bin) or landfill (green bin) and place in relevant bin outside the back door. If the bins are overflowing, take it home with you.</p>	<input type="checkbox"/>
<p><b><u>Food.</u></b> 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.</p>	<input type="checkbox"/>
<p><b><u>Plastic:</u></b> rinse out and put any plastic items that have a definite shape, such as empty bottles and food trays, in the blue bin. Plastic bags (including black bin liners), dirty cups, polystyrene plates should go in the green bin.</p>	<input type="checkbox"/>
<p><b><u>Glass:</u></b> bottles should be rinsed out and put in the blue bin.</p>	<input type="checkbox"/>
<p><b><u>Cardboard:</u></b> Cardboard boxes should be stripped of their sticky tape and put in the blue bin. Dirty paper cups and plates should be put in the green bin.</p>	<input type="checkbox"/>
<p><b><u>Paper:</u></b> clean dry paper can be put in the blue bin.</p>	<input type="checkbox"/>
<p><b><u>Tables and Chairs:</u></b> please wipe all surfaces with disinfectant spray supplied. Please put back in the store room. The chair seats 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>	<input type="checkbox"/>
<p><b><u>Sweeping up:</u></b> please use brushes in the store room</p>	<input type="checkbox"/>
<p><b><u>Dishwasher:</u></b> please see instructions on the wall. The dishwasher must be drained when finished with by removing the plug and switching off the on/off button on machine.</p>	<input type="checkbox"/>
<p><b><u>Tea Towels:</u></b> please put used towels in the white "wastepaper basket" in the kitchen</p>	<input type="checkbox"/>
<p><b><u>Lincat water boiler:</u></b> switch off at the wall socket. It is permanently plumbed in and does not need draining or filling.</p>	<input type="checkbox"/>
<p><b><u>Lights:</u></b> apart from the store room and toilet lights, which are motion sensitive, please switch off all internal lights before leaving.</p>	<input type="checkbox"/>
<p><b><u>Thermostats:</u></b> return to 20°C and radiators to no. 3</p>	<input type="checkbox"/>
<p><b><u>Doors:</u></b> all fire doors and windows must be closed. Check that the fire escape door is properly closed. You have to push down the bar whilst pulling towards you.</p>	<input type="checkbox"/>
<p><b>Switch off automatic door, put the door bolts down and lock the door with the key. Return key to Booking Secretary at 41 Pott. Dr</b></p>	<input type="checkbox"/>

