

# **WISBOROUGH GREEN VILLAGE HALL**

## **Hirer's Checklist**

We want each Hirer to find the Hall in an acceptable condition when they take over. Please use this checklist to ensure that you leave the Hall in as clean and secure a condition as you would expect to find it.

### **If you have used the Main Hall:**

- Check the toilets at both ends of the Hall and turn off the lights.
- Clean and sweep/dry mop the floor. Please wipe up any spills with a damp cloth – do not wash the floor.
- Close all the curtains, not forgetting the foyer.
- Place one square table beneath each window and stack the chairs in sets of **5** between the tables at each side of the Hall.
- Place any folding tables used back in the appropriate storage stack.
- Turn the heating down to 15° using the thermostat by the Servery steps.
- Check that the Emergency Exits in the Committee Room, storage area and Main Hall are securely closed, even if not used.
- Place any rubbish in the bin in the car park. Key in the cupboard in the foyer.
- Turn off the main lights.

### **If you have used the Servery:**

- Wash, dry and stack neatly any crockery and glassware used.
- Clean and wipe down the worktops.
- Empty the waste bins and any other rubbish into the main refuse bin in the car park
- Turn off the water heater if used.
- Turn off and unplug the kettles.

- Turn off and unplug the beer/wine cooler fridge (if used).
- **DO NOT** turn off the larder fridge – leave on low setting.
- Turn off the lights.

**If you have used the Vine Room:**

- Tidy and clean the room.
- Place chairs neatly around the table in the centre of the room.
- Close the curtains, turn off wall heaters and lights.
- Check that the fire escape door is securely closed.
- Lock the foyer door.

**If you have used the Committee Room:**

- Please note – the heaters (switch in cupboard by Servery door) will turn off automatically after one hour.
- Check that the fire escape door is securely closed.
- Draw the curtains.
- Turn off the lights.

**If you have used the Kitchen:**

- Follow carefully the instructions for using the dishwasher particularly carrying out a final rinse to clean out any food debris that may be left – door to be left open after use (all instructions can be found on the wall next to the dishwasher)
- Wash, dry and put away any crockery and cutlery used.
- Clean and wipe down the worktops.
- Sweep and mop the floor if necessary.
- Empty the waste bin and any other rubbish into the main refuse bin in the car park

- Turn off the main electrical switches.
- Turn off and unplug kettles and other small electrical appliances
- **DO NOT** turn off the fridge – leave on low setting.
- Turn off the water heater if used (in Ladies toilet area)
- Turn off the lights.
- Lock the door.

### **Leaving and securing the Hall**

- Carry out checks as above.
- Make sure that all doors are secure, lights off (especially toilets), heating turned down and curtains drawn.

### **General information**

- Report any breakages, problems or shortages as soon as possible
- Mains water stopcock is located under the sink in the kitchen
- Mains switches for the cookers are located in the cupboard in the corner of the kitchen (to the left and above the sinks)
- Electrical circuit board and trip switches are located :
  - in the highest cupboard in the corner of the kitchen (for the main hall and west end)
  - also in the cupboard in the lobby (for the main hall and west end)
  - in the cupboard in the servery near the door to the Committee Room (for the east end)
- Mops, brooms and cleaning utensils are located in the cupboard in the rear storage area near the ladies toilet
- The key to the refuse and recycling bins is located in the cupboard in the lobby