

Checklist when leaving



When leaving the hall please ensure the following is checked:

- **Floors** are swept and any spills mopped – mop and bucket in the kitchen. Blue paper rolls can be used. There is also a cleaning cupboard in the Gents Toilets – the key is in the cupboard in the kitchen above the dishwasher. Please put out a Warning Sign for wet floor.
- All **bins** are emptied and rubbish taken away with you – unfortunately we are not on the council collection list.
- **Toilets** are clear of rubbish and suitably clean for next use. No nappies left behind.
- **Windows** and **doors** shut and lights switched off (lights in the toilets automatic switch off)
- **Central heating** thermostat (above hatch in the hall) returned to target temperature of 10 degrees if changed.
- **Kitchen** (if used) clean, work surfaces wiped down and items **returned to the correct** cupboards. The cupboards are labelled. ‘Touch points’ need to be cleaned and sanitised before leaving the kitchen (oven, microwave, hatch handle etc). Please make sure that the cooker, dishwasher etc are switched off, clean and empty
- **Chairs** and **Tables** are clean and stacked neatly away – big tables by the entrance door to the main room. Round and small tables in the lobby. Chairs around the sides of the hall where the signs are – NOT behind the stage or in front of the radiators (it blocks the heat) or emergency exits or fire extinguishers. Max stack x7 chairs. Blue chairs live in the lobby.
- **Key** – is returned to the keysafe. Please make sure it is shut properly and not left open during the hire. We’ve found that if rain gets into the box it hinders it’s workings.
- **Lights** – there are two marked buttons in the lobby that light inside and outside lights that can help when leaving in the dark. They use a timer and automatically switch themselves off.

Please ensure the hall is left in a condition suitable for the next use. If there are any problems with the condition upon arrival then please take a photo and contact:

Sue Nyirenda 07777 663042 or lovellisue@gmail.com

NOTE - Failure to adhere to any of the above may result in some or all of your deposit (£50) being withheld.

Many Thanks

Sue Nyirenda and the Adisham Village Hall Management Committee Feb 2025