

HOLYPORT

Community Trust

Dear Hirer,

Please find below a checklist to help you ensure that the Hall is left in the same state in which you (hopefully) will find it. As it is not always possible for the cleaner to attend in between bookings, please try to leave the Hall as you would like to find it.

If you do find the Hall in an unsatisfactory condition when you arrive then please contact the Trustees immediately. Emergency numbers are available on notice boards in the lobby and outside by the front door.

CLEANING CHECKLIST		TICK
Wipe Down:	- Any tables used, and stack neatly as advised on notices - Kitchen/kitchenette work surfaces, bar area etc. - Any appliances used, in particular the cooker (kitchen only) and trays – a charge may be applied if this is not done	
Wash Up, Dry & Put Away:	Any cutlery / crockery / mugs etc. used	
Empty:	Fridge and kettles used	
Sweep / Mop:	<u>Main Hall</u> Hall floor, bar area and kitchen floors as required. Please mop up spills on the floor with a dry cloth as soon as possible as they damage the polish. Brooms are in chair store, mop in bar area. <u>Meeting Room</u> Floor area throughout as required. Brooms and mop are in the toilet area.	
Rubbish:	Place into the bags provided and put in the large bins outside the back door. Max 3 bags per event. If you have more than 3 bags we kindly ask you to take the remaining rubbish with you when you leave.	
Toilets:	Check condition of toilets before leaving. Nappies must not be left in the bins.	
Car park & children's area:	Remove any litter/broken glass/cigarette butts etc	
Switch Off: (switch positions shown on plan posted on the noticeboard)	<u>Main Hall</u> All lights, inc. cloakroom / entrance foyer / car park (leave porch light on) by entrance doors, and heaters if used <u>Meeting Room</u> All lights by entrance door	
Reset and switch off	The sound and light system if used following the instructions. Ensure that everything is put back to the settings as found.	
Doors & windows:	Ensure closed behind you. Key to window locks is hanging in the kitchen to the left of the cooker on the upper cupboard door. (Main Hall only)	

Whilst we aim to leave some cleaning products and equipment for your use, we do recommend that you bring along your own as well (including kitchen and dish cloths). Please remember that if the Hall is not left in a clean and tidy state ready for the next user, and additional time and effort has to be spent on cleaning over and above the usual, then we do reserve the right to withhold all or a part of the deposit.

If you have any comments on the state of the hall (whether critical or otherwise), please contact our Booking Clerk on bookings@holyporthcommunitytrust.org.

Please help us to help you - the Hall is there for your benefit!