

Checklist for Hirers

In order that the Centre can be kept in good condition for all, would Hirers please do the following at the end of each hire:

- ☐ Ensure that the Hall floor is left in good condition (ready for the next user). Sweep or mop the floor to remove any crumbs etc. Cleaning equipment will be found in the cleaning cupboard located in the side corridor.
- ☐ Make sure that any tables are clean before being put away and put tables and chairs back where you found them.
- ☐ Check that all taps in the lavatories are turned off and make sure the lavatories are clean.
- ☐ Check that the kitchen taps, oven and hob are switched off, make sure the kitchen is clean, that the refrigerator is empty of anything you have put in there and any cups, plates etc that you have used are washed, dried and put away.
- ☐ Dispose of rubbish including nappies in the outside bin. Any rubbish that exceeds the capacity of the outside bin must be removed by the Hirer.
- ☐ Ensure that all windows, blinds, and doors are securely closed.
- ☐ When you leave, check all fire doors and kitchen hatch fire shutter are closed.
- ☐ Switch off all lights that you have put on.
- ☐ Lock the outer doors.
- ☐ Return the key.

PLEASE LEAVE THE
PREMISES CLEAN AND
TIDY READY FOR THE
NEXT USER

Thank you