

Coln Valley Village Hall - Checklist on leaving

Please tick all relevant boxes, sign and date and return to Duty Management Committee Member

- Clean hall, toilets etc and leave furniture in accordance with the poster on the reverse side of the door to the storeroom, or as you found it if there was already some furniture in the hall
- Turn off heating at the main controls only, as per the notice above the controller. DO NOT turn off individual heaters.
- Put User Guide in its sleeve in the ring binder in the storeroom
- Ensure that all external doors including tri-fold doors are locked and bolted and internal doors are left closed; please leave the hatch between the kitchen and the hall open.
- Ensure that all windows are closed

If the kitchen has been used:

- Do all washing up and if dishwasher is used stay until cycle is completed and put away all items used
- Clean thoroughly including inside any appliances that have been used
- Turn OFF water heater
- Leave fridge/freezer as you found it (open if turned off)
- Put clear wallet containing manual for kitchen appliances under the sink

Then

- Lock small storeroom and return its key to the key cabinet in large storeroom, then lock key cabinet
- Take away all rubbish (including that in toilets) and make sure none is left in the outdoor area
- Switch off lights but note that the lights in the lobby and the outside lights may remain on for a while on sensors, after the building is vacated.
- Set alarm and leave by main door onto veranda and then lock it
- Return key to Duty Management Committee Member or put in key safe as arranged
- Close the gates
- Report any damage, breakages or any problems or suggestions to the Duty Management Committee Member

Signed..... Date.....