

Chedzoy Village Hall Check List For Hirers

Basically please leave the hall as you found it. Any items not checked could delay full deposit return.

Jubilee (Committee) Room

Checked

Floor is brushed & cleaned.

Kitchen

Coffee machine is switched off.

Make sure your items removed from fridge.

Leave cooker as you found it.

Make sure the power to the cooker is switched off at the wall.

Make sure kettle is switched off at the wall.

Sink taps are off.

Leave all sinks as you found them.

No items to be left on drainage board (except used kitchen tea towels.)

Hot water cord is OFF.

Dish water drain programme has been used.

Switch dish washer off at mains.

Plate warmer is switched off (not mains).

Kitchen Island cleaned and left as you found it.

REMOVE ALL RUBBISH FROM BOTH BINS AND THE FOOD WASTE BIN

Floor is brushed and cleaned.

Disabled Toilet

Ensure the toilet is flushed and cleaned.

Sanitary/nappy bin is emptied.

Floor is brushed and cleaned.

Ladies Toilets

Ensure toilets are flushed and cleaned.

Sink Taps are off.

Sanitary Bin is emptied.

Floor is brushed and cleaned.

Gents Toilets

Ensure toilets are flushed and cleaned.

Sink taps are off.

Floor is brushed and cleaned.

Back Door Area

Floor is brushed and cleaned.

Ensure back door is locked.

Back Outside area

Ensure that outside area is clean, particularly no cigarette ends left.

Main Hall

Make sure Tables & Chairs are put away correctly in Store Room.

Floor is brushed and cleaned.

Overhead heaters are switched off.

All lights are switched off.

Lock hall and return keys.

ALL RUBBISH TO BE REMOVED FROM THE VILLAGE HALL