

EXIT CHECKLIST for SANDON VILLAGE HALL

Issued to all hirers from NOVEMBER 2017

REMINDER – if you leave ANY OUTSIDE DOOR OPEN after your hire – the fine is £50

		Tick				Tick	
Toilets	Disabled	Clean		Main Hall	Tables	Stacked away	
		Taps off			Chairs	Stacked 7 high	
		Lights off			Floor	Clean	
	Mens	Clean					
		Taps off		Curtains	Main Hall	Open	
		Lights off			Stage	Open	
	Womens	Clean					
		Taps off		Foyer	Floor	Clean	
		Lights off		Stage	Floor	Clean	
Kitchen	Unisex	Clean		Rear Room	Floor	Clean	
		Taps off					
		Lights off					
	Urn	Empty		Fire Exits	Rear	Closed	
	Rubbish	Cleared			Main Hall	Closed	
	Floor/worktops	Clean			Foyer	Closed	
		Taps off					
		Lights off					
	Hatch	Open					
	Cooker	Off		Lights	Main Hall	Off	
	Fridge	Off			Storeroom	Off	
	Out/s door	Locked			Emergency	Off	
	Out/s lights	Off			Rear Room	Off	

Signed _____

Name of Hirer (please print) _____

Organisation name (if applicable) _____

Date _____