

# User Checklist when Departing from Hall

Please tick each box once action completed; sign at the end and return this form with the key to Companion House.

## Kitchen Area

- Cups/mugs, other crockery & cutlery used are washed and put away.
- If using dishwashing machine - dish washer powder loaded and machine started.
- Kitchen benches and stove – wiped down with cleaning solution.
- Sink empty and wiped clean.
- Spills on floor mopped up.
- Floor swept and rubbish emptied.

## Rubbish

- Any disposable nappies secured in rubbish bags – not left in toilet or any other area of the Hall.
- All rubbish bags securely fastened and rubbish bins emptied.
- New bin liners put in bins.
- Secured rubbish bags put into black topped skip bin in front carpark.
- Recycling waste (cardboard on containers only – no plastic bags) put in yellow topped skip bin in front carpark.

## Hall space

- Chairs stacked & tables folded and put back in correct location back or side walls. No furniture dragged across floor.
- Floor mopped (if applicable sweep and remove any grit that has been tracked into Hall).

PLEASE TURN OVER THE PAGE 

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## Secure Outdoor Play Area

- If used during hire, ensure no dust or leaves are carried into Hall.

## Security (see note )

- External doors other than key lock door all securely shut.
- Windows all securely shut.
- Alarm reset to ON using security code.
- External key locked door(s) unlocked during hire - now securely locked.

**Note:** If a hirer fails to properly secure the premises on departure, and there is a subsequent breach of security the hirer will be billed for the cost of any related Security call out and may be charged for any subsequent damage resulting from any failure to secure the Hall as instructed at the end of each hire period.

Comments:.....  
.....  
.....  
.....

Completed and Signed by Hirer                      Name: .....

Signature: .....

Contact Phone Number:.....

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### Office Use Only:

Form and Key Received by Companion House representative:..... (sign /date)

Bond repaid: Yes or fee charged – amount:.....