

ST MARY'S HALL INSPECTION CHECKLIST

Use this checklist at the conclusion of the hire period in order to minimise additional charges and return it with keys to Parish Office.

DESCRIPTION	YES	NO
All personal belongings and equipment must be removed from the area. No responsibility will be taken for personal items left on the premises.		
Hall floor swept. Spillages to be spot-cleaned. Brooms, buckets and mops are stored in the Western cleaner's cupboard adjacent to the kitchen. Cleaning equipment returned to appropriate area		
Kitchen floor may need to be mopped.		
All equipment returned to correct drawers and cupboards		
Dishes are cleaned off and rinsed before being stacked in the dishwashers. Dishwashers are to be programmed for a short 30 minute cycle. Dishwashers to be emptied and contents returned to the same cupboard or drawer from which they were taken. Dishwashers' power turned off		
Tables and chairs returned to storerooms and arranged neatly		
Kitchen surfaces cleaned		
Stove, microwave and fridge cleared and clean.		
Stove and oven turned off at wall switch		
Kettles and urns emptied and turned off.		
Cooking oils disposed of properly and not poured down the sink.		
Toilets flushed, floor mopped if necessary and used paper towel removed. (Disposable gloves under kitchen sink)		
Bins emptied and rubbish removed. Rubbish can be placed in the applicable large Council bins (general waste, green waste and recycling) to the West of the Hall outside the Parish House wall.		
Decorations removed		
Lights, audio visual equipment and heating/cooling turned off		
All external doors checked and locked		
Outside areas clean and free from rubbish		

PTO

List any breakages that occurred during the hire. Unreasonable unreported breakages will be charge.

Please report any safety incidents or concerns and list items used from first aid kit.

Use this space to provide other feedback on the hall and booking system.

Name: _____

Signed: _____

Date: _____