

## VILLAGE HALL CHECK LIST

### KITCHEN

- Hot water switch off, on the right above the sink
- Fridge empty and clean
- Fridge thermostat on 1
- Kitchen door to outside locked
- Kitchen left clean and tidy, sink left clean
- All rubbish taken away

### BACK ROOM

- Back door locked
- All tables stacked away in the back room
- Padded red chairs stacked
- Passage between the 2 doors in the backroom cleared

### TOILETS

- Electricity off in disabled toilet
- Electricity off in main toilets
- Clean Toilets
- All rubbish removed
- No dirty nappies left

### MAIN HALL

- Swept and clean
- String, drawing pins, decorations removed
- Folding chairs well stacked on trolley
- All lights turned off in the Hall
- Switch turned off for the outside lights. The lights will stay on for a few minutes
- Door locked and key returned

**Fines: Electricity left on £5, keys lost £10, rubbish bins not emptied £10,  
the call for a cleaner will be £30**