

## Liverton Village Hall Private Hires – End of Hire Clear-up Check-List

Below is a **check-list** that hirers will be expected to work through in order to ensure that the hall is left in a satisfactory state at the end of the hire (Full details of the Deposit Scheme are in the *Hall Hire Terms & Conditions*, available online: [www.livertonvillagehall.co.uk/booking](http://www.livertonvillagehall.co.uk/booking)):

- a) take away any items that have been brought for the event;
- b) ensure the fire exit route from the kitchen along the back passage to the exterior fire exit doors has been left clear of obstructions and that the external fire-doors are properly closed (if they are open, pull them both closed at the same time and then lift up the cross-bar on the inside of each door);
- c) bag-up and take away any rubbish that has been generated at the event (if there is room in the black outside bin it is acceptable to put *one* bag of rubbish in it – though **not if this means the bin lid will not close flat normally**);
- d) clean and put any *appropriate* items in the *correct* recycling containers outside the kitchen, **as long as there is room** – otherwise such items must be taken away for recycling (*do not* put recyclable materials in the large black waste bin);
- e) clean any surfaces that have been used (including tables, chairs, and all surfaces in the kitchen);
- f) clean and dry any crockery, cutlery, glasses and other kitchen items that have been used – and put them away in the place where they were found;
- g) if the dish-washing machine has been used ensure that it has been properly emptied (of dirty water as well as items), and that the filter and grills inside have been properly removed and washed (instructions are on the side of the machine) – **if you are not willing to do this then please do not use the dish-washing machine!**;
- h) check for any spillages of liquids in the hall and mop up using the mop and bucket in the rear room of the hall;
- i) if you have left the floor dirty then mop/sweep/hover as appropriate according to how dirty it is (all cleaning fluids are contained in the under-sink plastic box beside the dish-washing machine; the mop and bucket, floor-sweeper and dust-pan and brushes are in the back room of the hall, the hoover is in the cupboard in the ladies toilet – lift up the latch, no key required);
- j) ensure all windows have been closed;
- k) ensure that all electric appliances in the kitchen are turned off, especially the cooker and the hot-water urn;
- l) ensure water-heater in the back passage by the meters is turned off;
- m) ensure that all ‘booster-heating’ switches on the wall heaters in the main hall that you may have used have been turned off;
- n) flush any toilets that have been used and not flushed;
- o) turn off all lights, including those in the disabled toilet before you leave (ladies and gents toilet lights are on a timer and will go off after you leave);
- p) lock all doors to the hall properly;
- q) return keys to the safe place where they were collected.