

Please Check: Main Hall, Foyer, Toilets



Floor Clean & Clear

- Floor clear - no chairs
- Swept and mopped - ready for next user. (brush pan mop etc in kitchen cupboards)



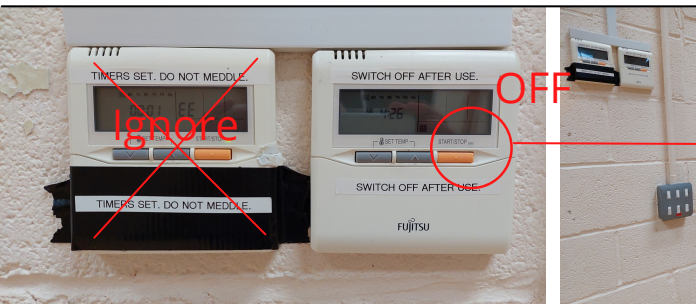
Chairs & Tables Put Away

- Center stage clear
- Chairs stacked behind black curtain
- Trestle tables stacked on trolley under stage



Shutters & Doors Closed

- External shutters closed down with switch
- Fire doors latched shut (2 doors in Hall, 1 door in corridor)



Heating + Hall Lights Off

- Turn off heating :- orange button -> **green light off** (ignore unit on left)
- Turn all Hall/Stage lights off



Floor & Tables Clean

- Tables wiped and put away against wall
- Fabric / wicker chairs stacked against wall
- Floor swept clean



Toilets Clean and Tidy

- Toilets must be left clean and tidy ready for the next user. Bins are for paper towels only, please remove all other waste from toilets and hall.



Please Check: Foyer, Kitchen, Corridor



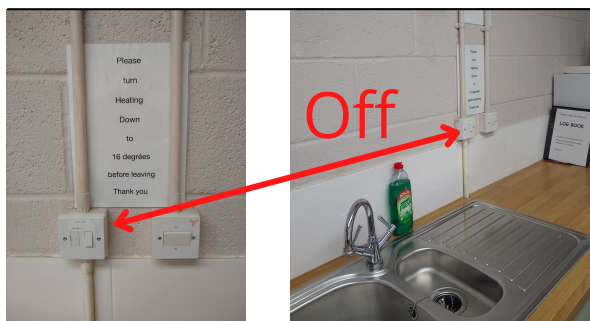
Foyer Heating Off

- Foyer heating off (turn off with remote, slats should close)
- Remote returned to wall



Kitchen Lights Off

- Check the Kitchen Lights are off - your guests may have turned them on without you knowing



Water Heater Off

- Please check water heater is turned off (Your guests may have turned it on)



Kitchen all Clean

- Oven & Fridge Clean
- Surfaces wiped
- Utensils washed and put away
- Floor clean



Corridor Exit Checked

- Check the corridor fire exit - it may have been opened without you knowing.



Foyer Lights Off

- Turn off lights as you leave (switch in entrance)



Take away Rubbish - Return Keys - Thank You.

- Rubbish must be taken away - not left in outside bin or outside hall.
- Keys must be returned same day, or next day by arrangement.

