

FRIETH VILLAGE HALL – END OF SESSION CHECK LIST – From 01 September 2021 C-19

We hope that you have enjoyed using the hall.

In consideration of other users, this check list is intended to help you ensure that the hall is returned to the condition in which it was hired. Failure to do so may incur loss of deposit or additional cleaning costs.

Thank you for your cooperation.

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| CHAIRS & TABLES | Chairs and Tables should be stacked neatly and safely and returned to where they were found, This will normally be the storeroom, unless otherwise specified. |
| KITCHEN | Kitchen utensils and crockery must be washed, dried and put away. The fridge/freezer should be emptied, cleaned and left ON. The microwave, cooker and hot water urn should be switched OFF. |
| RUBBISH | Please empty bin (replacement liner kept under kitchen sink) and remove soiled nappies from the toilets. All rubbish must be removed from the premises and taken home. |
| CLEANING | Please sweep the hall and all floors, anti bac wipe door handles and light/power switches. Anti –bac wipe any equipment used and return the hall to the condition before in it was hired. The premises will be deep cleaned to Covid Secure levels, arranged and paid by the Village Hall Committee. |
| FIRE | Close all internal fire doors including the kitchen serving hatch doors. Make sure all candles and tea lights have been extinguished and removed from the hall. |
| ELECTRICAL APPLIANCES | Make sure all lights and electrical appliances are turned off (EXCEPT the Fridge and storage heaters). |
| DOORS & WINDOWS | All external doors (to the front and side of the building) should be locked and all windows closed. |
| HALL KEY | Post the hall key through the letterbox, or return it to the key safe and lock or as agreed by FVH Bookings Secretary. Wipe with hand sanitiser/Anti -bac. |
| DAMAGE | Please report any damage/breakages to friethvillagehall@gmail.com |