

FRIETH VILLAGE HALL – END OF SESSION CHECK LIST – From 01 June 2022 - 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.

CHAIRS & TABLES

All tables used should be cleaned/wiped down. 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 or OFF as found. If OFF, the fridge/freezer doors should be left open.
The microwave, cooker and hot water urn should be switched OFF.

RUBBISH

Kitchen and toilet bins must be emptied (replacement liners are kept under kitchen sink). All rubbish must be removed from the premises and taken home.

CLEANING

Please sweep the hall and all floors, wipe/mop away any marks or spills, anti - bac wipe door handles and light/power switches. Anti –bac wipe any equipment used and return the hall to the condition it was in before being hired. Please check the condition of the toilets and clean as necessary. Anti -bac wipe taps and door handles.

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.

DOORS & WINDOWS

All external doors (to the front and side of the building) should be locked and all windows closed.

HALL KEY

Return the key to the external key safe and lock or return the key as agreed by FVH Bookings Secretary. Wipe with hand sanitiser/Anti -bac.

DAMAGE

Please report any damage/breakages to friethvillagehall@gmail.com