Sandford Parish Hall

End of Hire Check List

**April 2025**

Cleaning materials are under kitchen sink. Bin bags under sink. Please leave the hall as you found it.

**Main Hall**

 Check floor – wipe/mop spills and brush up debris
Leave furniture as you found it. The chairs to be put on racks in annex. Tables on trolleys in store cupboard
Close all windows and external doors
Ensure all heaters are turned off

**Stage (If used)**

Leave furniture as you found it, close curtains

**Annex**

Leave furniture as you found it

**Kitchen**

 Return glasses/crockery/cutlery after cleaning to containers where found
Clear and wipe work surfaces
Wipe oven, hob and sink
Sweep floor, wipe any spills
Empty fridge of any food you brought with you. Turn off & leave door ajar
Empty rubbish into outside bin. Take recyclable materials home
Ensure windows are closed
Turn of water boiler if used
Leave any wet or soiled tea towels on work surface in kitchen

Dishwasher – follow instructions on wall above dishwasher

**Toilets** Make sure all toilets are flushed

**Lights**

Turn off all lights

**Locking up**

Make sure the main doors are secure as well as annex doors
Return key to key safe outside

**Valuables** No valuables, including money must be left overnight

The Hall Committee would appreciate any comments on improvements to the hall. (Please write below).