END OF SESSION CHECKLIST

Kitchen

- All switches off except fridge.
- Fridge empty.
- Oven and Hob clean
- All surfaces wiped and sink empty
- Used tea towels – leave on worktop for collection

Main Hall

- Floor swept & mopped
- Curtains closed
- Front Fire doors secure

Entrance Hall and Small Room

- Windows closed
- Carpet vacuumed – vacuum is in the kitchen

PLEASE ENSURE ALL CHAIRS are placed neatly around the rooms and TABLES stacked in front of bar area.

Toilets

- Check taps & toilets not left running
- Sinks & toilets are clean

FINAL CHECK - ALL ROOMS

- **RADIATORS TURNED BACK TO FROST ✳ SETTING**
- **LIGHTS OFF**
- **INTERNAL FIRE DOORS CLOSED**
- **EXTRACTOR FANS SWITCHED OFF (if used)**
- **BINS EMPTIED**

Bins our outside the main entrance

YOUR DEPOSIT MAY NOT BE RETURNED IF YOU DON'T COMPLY WITH ANY OF THE ABOVE.

Please report any problems to a member of the committee present or:-

Bookings Clerk	07855 344 102	Tracy Weaver
Maintenance or Alarm	01743 762227	Tim Jones