

Thank you for using Coigach Community Hall.

We hope you have enjoyed the use our hall facilities but before leaving please check that you have carried out the following for each area used.

Departure check list	Tick when completed
The Main Hall:	
1. Tables, chairs (max 15 high), sports equipment - stacked and stored *.	
2. Staging to be dismantled & stored*	
3. All sound /PA equipment to be dismantled, & stored*	
4. Floor – swept. (special broom in store room)*	
5. Floor - mopped if necessary. * (mops and buckets plus cleaning fluids available from the cleaner's room between the Gents and Disabled toilets)	
6. Decorations & tapes –removed.	
7. Windows - closed and window shutters re-opened.	
8. Lights - turned off.	
9. Hall doors including fire escapes – closed / locked.	
* May not be required if full hirer service specified.	
The Kitchen:	
1. All taps - turned off.	
2. Cooker - turned off and wiped clean.	
3. All work surfaces to be wiped clean & sanitised	
4. Water heater - turned off.	
5. Dishwasher - turned off & drained.	
6. All crockery & cutlery to be washed dried & stored away.	
7. Dirty towels/cloths – should be washed and left to dry.	
8. Extract fan - turned off.	
9. Fridge – remove perishables left switched ON	
10. Hatches - closed and locked.	
11. Floor - swept & if necessary wiped (Mops and buckets plus cleaning fluids available from the cleaner's room between the Gents and Disabled toilets)	
12. Waste bins – emptied.	
13. Windows - all windows closed.	
14. Lights -turned off.	
15. Kitchen door – left UNLOCKED.	

The Bar:	Tick when completed
1. Bar serving doors - closed	
2. Bar stock – all returned to store	
3. Cash - secured	
4. Waste bottles, cans, cartons, cups etc – removed & disposed	
5. Work surfaces –wiped clean and dry	
6. Office door – to be left as found and door locked	
7. Floor to be cleaned as required	
The Lounge:	
1. Turn off any additional heating, if used.	
2. Chairs and tables cleaned, re-positioned as found.	
3. Carpets – any spillages to cleaned immediately.	
4. Carpets – vacuum clean. (Vac. cleaner in cleaners room)	
4. Removed all decorations.	
5. Removed all waste, handbags, files and clothing	
6. Turn off all electrical equipment.	
7. Curtains opened, patio doors & all windows - closed.	
8. Turned off all lights.	
9. Checked the lounge door is locked.	
The Community Room	
1. Turn off any additional heating, if used.	
2. Repositioned all chairs and tables as found.	
3. Removed all decorations or wall charts.	
4. Removed all waste, handbags, files and clothing	
5. Turned off all electrical equipment.	
6. Check all windows closed.	
7. Turned off all lights.	
8. Checked the community room door is locked.	
The Snooker /Exhibition Room	
1. Check snooker table cover replaced.	
2. Repositioned all chairs and snooker table as found.	
3. Removed all decorations or wall charts.	
4. Removed all waste, handbags, files and clothing	
5. Turned off all electrical equipment.	
6. Check all windows closed.	
7. Turned off all lights.	
8. Checked the snooker room door is locked.	

The Toilets:	Tick when completed
1. Ensure the toilets are clean and tidy	
2. Check to ensure no blockages, damage or graffiti	
3. Mop and clean floors as necessary. (Rubber gloves, mops and buckets plus cleaning fluids available from the cleaner's room between the Gents and Disabled toilets)	
4. Lights – turn off automatically	
The Foyer and Porch:	
1. Swept, vacumed & mopped as necessary	
2. Literature – returned as found	
3. Lights – turn off	
4. Re-position any furniture that was moved	
The Building :	
1. Rubbish – dispose off in waste bins (1 green 1 black) in walled compound	
2. Re-cycle rubbish (bottles, cans, paper) to bins beside the county shed	
3. Car Park & Garden – check & remove litter, cans, bottles etc.	
4. Lights – check all off	
5. Main door - locked	
6. All external windows - closed	
7. Keys /key card returned – as required	

Damage /breakage report.....

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How satisfied were you with the facilities and service?

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Signed

For Hirer.....

Date.....Please sign and date this check list and leave it in the hall post box for the administrator.