

Cranfield Village Hall – Quick Check List for Hirers

Please complete and return to the booking secretary with keys.

Cleaning materials in hall cupboard. Bin bags under sink. Large bin in car park for all waste. Please leave the hall as you would like to find it.

		Tick
Main Hall	Check floor – wipe/mop spills and brush up any debris	
	Leave furniture as you found it	
	Turn heating down at thermostat near stage (14 in winter, 5 in summer). Reset radiator valves to 3	
	Close all windows and external doors	
Stage	Leave furniture as you found it, close curtains	
Small Hall	Clean carpet with vacuum cleaner	
	Leave furniture as you found it	
	Turn heating down at thermostat on wall near door (14 in winter, 5 in summer). Reset radiator valves to 3	
Kitchen	Return glasses/crockery/cutlery to cupboard/drawer where found	
	Clear and wipe work surfaces	
	Wipe ovens and hob if used	
	Wipe sinks	
	Sweep floor, wipe any spills	
	Empty dishwasher if used and put plug in basket under sink. Instructions on kitchen window sill.	
	Empty fridge of any food you brought with you	
	Empty rubbish into outside bin	
	Lock windows here and in small hall if opened (key in cutlery drawer)	
	Turn off water boiler if used. Leave water heater on	
	Leave any wet or soiled tea towels on work surface behind door	
Toilets	Make sure all toilets are flushed	
	Make sure men's toilet floor near urinals is clean – wipes provided	
	Replace toilet rolls from lower cupboard behind kitchen door	
Lights	Turn off all lights including all lights near the back door. Check toilet lights. (Lights in front lobby automatic)	
Locking up	Make sure both locks on main door are locked as well as inner door. Make sure back door is closed	

Date	Name	Signature
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The Village Hall Committee would appreciate any comments you have eg on possible improvements or the state of the hall as you found it. Please could you write these overleaf. Thank you for your co-operation