

## HIRERS CHECKLIST

At the end of your hire period hirers are requested to ensure that Greetham Community Centre is left in an “as you found it” condition. To assist both the hirer and the Community Centre representative who will check and secure the building following your hire period please follow the check list below.

<b>Main Hall</b>	✓
The main hall floor is swept if required and any spillages moped using the colour coded mops in the cleaning cupboard in entrance hall.	
The fire doors are shut and fixed in a locked position.	
Any chairs or tables used are returned to the correct storage unit and stacked as per instructions.	
Any sports equipment used is returned to the correct receptacle or storage place.	
Cupboards and storage facilities are left in a tidy and as found condition.	
All lights in the main hall are switched off.	
<b>Kitchen</b>	
Spillages moped up using appropriate mop.	
Surfaces & Sink left clean.	
All taps turned off.	
No equipment to be removed from the centre without prior agreement with Centre representative.	
All equipment to be returned clean to its correct storage facility.	
Fridge and oven/hob should be checked, emptied and wiped clean of all spillages	
All lights off.	
All rubbish to be bagged and removed by the hirer at end of hire.	
<b>Toilets</b>	
All taps to be turned off.	
All lights turned off.	
<b>Club Room/Meeting Room</b>	
Any furniture moved should be replaced as found.	
Carpet vacuumed if required – cleaner found in cupboard in entrance hall.	
Heating if increased should be returned to 13degrees as per instructions above thermostat.	
Blinds lowered and left down	
Lights switched off.	
<b>Entrance Hall</b>	
Lights off.	
Please <b>DO NOT</b> Drop the Yale lock on door when leaving as this will prevent entry to the next user Yale lock only to be used if specifically told to do so by Centre Representative.	
Lock main door.	
<b>Thank you for your cooperation</b>	