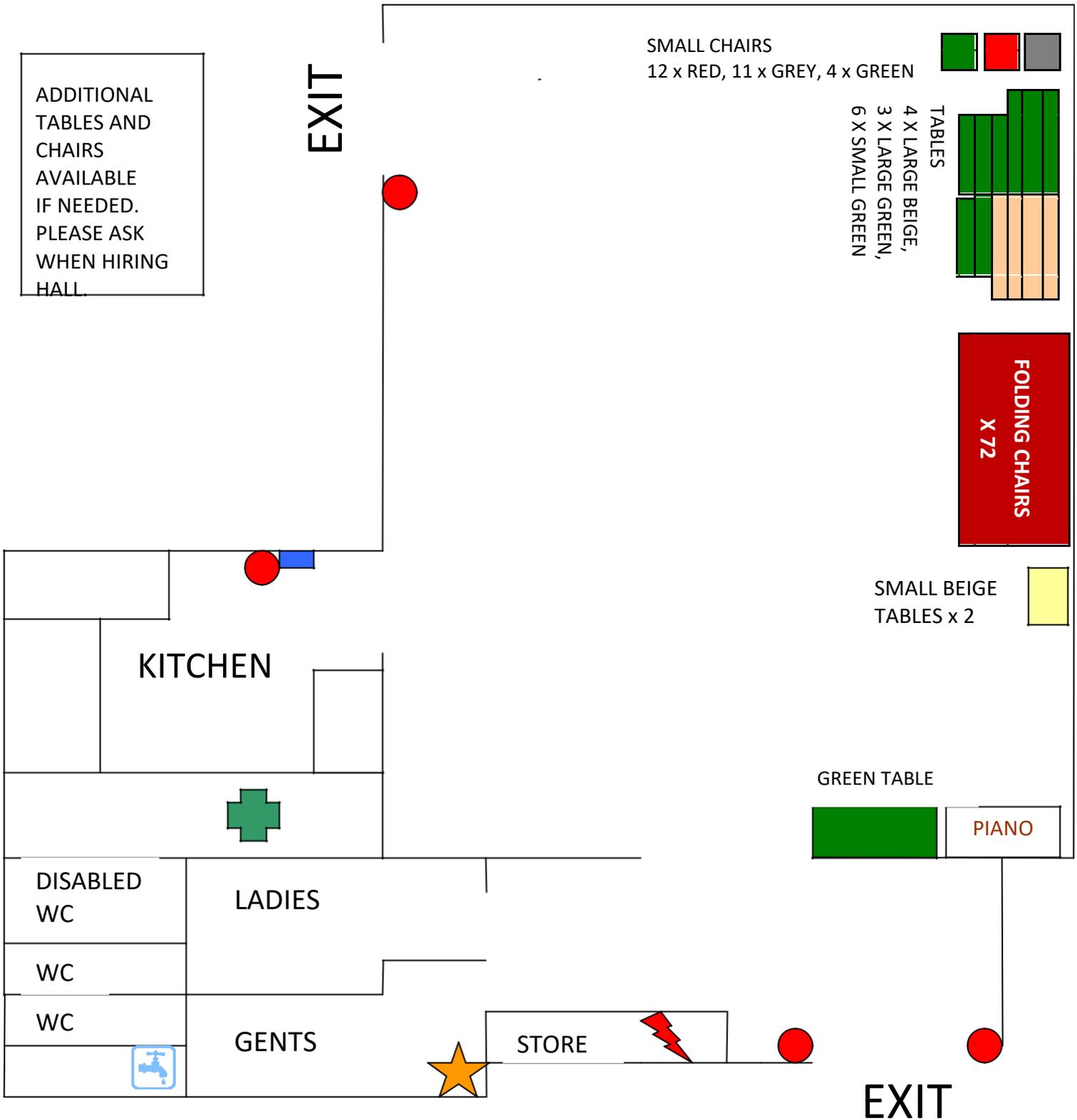


ALL HALL USERS

Please see plan of the hall below showing fire exits, fire extinguishers and utility control switches. Please could you leave the hall as you would wish to find it and leave the tables and chairs stacked as follows:



-  Fire Blanket
-  Fire Extinguisher
-  Gas Shutoff Valve
-  Fuse Box
-  First Aid Kit & Accident Book
-  Water stopcock

BEFORE YOU LEAVE THE HALL, HAVE YOU.....

Wiped up spills, wiped tables and kitchen surfaces
Replaced chairs (9 per rack, red seats facing outwards) and tables where they should be (see plan) including securing tables with safety straps
Cleared window sills and all surfaces
Swept floors – hall, kitchen, toilets and lobby
Removed your food from the fridge
Checked toilets are flushed and cloakroom areas tidy
Replaced socket covers
Shut all windows – hall, toilets and cloakrooms
Put rubbish in bins outside (spare black bin bags are under the sink) Not touched the boiler, but checked the heating thermostat in the main hall
is set to 16°C and the radiators each set to '5' Turned off all lights, taps, electrical appliances (except the fridge) and the hob and cooker
Locked all the doors and left the hall premises secure
MADE SURE ALL IS READY FOR NEXT USER

(Note: brushes and cleaning materials are usually to be found in the cupboard in the lobby and under the sink in the kitchen – please use the appropriate cleaning materials for the particular cleaning job in hand)

We hope you enjoyed using the hall and we look forward to you booking with us again!