

End of hire checklist

Admaston Village Hall is a registered charity run by a volunteer committee. Please help us keep the cost of hiring to a minimum by helping us with these end of hire tasks.

Kitchen	
Cooker	If the cooker has been used, please ensure it is turned off, clean with nothing left inside.
Fridge	The fridge should be left clean, please turn it off using the thermostat inside and leave the door ajar.
Dishwasher	The dishwasher can be set on a short programme so items can be returned to the cupboards before the end of hire.
Work tops	Work tops and sinks should be wiped clean using the spray cleaner provided.
Rubbish	Any rubbish must be removed by the hirer as the hall has no waste bin collection, so please take it with you.
Floor	Sweep and if needed mop the floor. The mop is colour coded green and can be used everywhere except the toilets.
Overhead heater fans	The overhead fan heaters should be switched off by the switches on the fans themselves.
Lights	Overhead lights should be turned off at the double switch to the right of the kitchen fire exit door.
Fire exit door	Please ensure the fire exit kitchen door is locked at the key and bolted. The key is secured by a chain to stop it getting lost.
Main Hall	
Tables and chairs	All tables and chairs should be removed and stacked away in the small back room. Chairs are to be stacked in fives and the tables cleaned and stacked on the trolley.
Floor	Wooden floor should be swept and left clean from spillages, debris etc. A mop and bucket are located in the kitchen to mop if/as required.
Decorations	All decorations must be removed without damage to this historical venue.
Central heating	The central heating control to be left set at 20.
Lights	The main hanging lights should be turned off from the dimmer controls located in the small back room and the uplighters turned off on exit. The switches are located to the right of the exit door along with the switch for the porch light.
Toilets	
Toilets	Please ensure the toilets are left as you would expect to find them. There is a mop and bucket provided in the Gents toilet area, this is colour coded red and is for toilet areas only .
Small back room	
Small back room	Please ensure all the tables and chairs are returned to the position you found them in here. Chairs should be stacked in fives, lights turned off and the door closed.
The front door	
The front door	If you have had both of the double green doors open please ensure the bolts on the top and bottom are locked on the one door before closing the other. Make sure the Yale lock is dropped and then lock the lever handle with the key. An outside light will be set to operate so you can see to return the key to the safe key box you used to pick up your key.