

FRIETH VILLAGE HALL – END OF SESSION CHECK LIST – C-19

We hope that you have enjoyed using the hall.

In consideration of other users, this check list is intended to help you ensure that the hall is returned to the condition in which it was hired. Failure to do so may incur loss of deposit or additional cleaning costs.

Thank you for your cooperation.

CHAIRS & TABLES	Chairs and Tables should be stacked neatly and safely where they were found.
KITCHEN (NOT IN USE)	Kitchen utensils and crockery must be washed, dried and put away. The fridge/freezer should be emptied, cleaned and left ON. The microwave, cooker and hot water urn should be switched OFF.
RUBBISH	Please empty bin (replacement liner kept under kitchen sink) and remove soiled nappies from the toilets. All rubbish must be removed from the premises and taken home.
CLEANING	Please sweep the hall and all floors, anti bac wipe door handles and light/power switches. Anti –bac wipe any equipment used and return the hall to the condition before in it was hired. The premises will be deep cleaned to Covid Secure levels, arranged and paid by the Village Hall Committee.
FIRE	Close all internal fire doors including the kitchen serving hatch doors. Make sure all candles and tea lights have been extinguished and removed from the hall.
ELECTRICAL APPLIANCES	Make sure all lights and electrical appliances are turned off (EXCEPT the fridge , storage heaters and water heater).
DOORS & WINDOWS	All external doors (to the front and side of the building) should be locked and all windows closed.
HALL KEY	Post the hall key through the letterbox, or return it to the key safe and lock or as agreed by FVH Bookings Secretary. Wipe with hand sanitiser/Anti -bac.
DAMAGE	Please report any damage/breakages to friethvillagehall@gmail.com or 01494 880737