



Registered Charity No. 1051092

## CHECK LIST WHEN LEAVING HALL

### Make the Hall clean and tidy, ready for the next group

- ✓ Mop up any spillages with warm water only
- ✓ Sweep hall floor with large 'scissor' sweeper (brush or vacuum this clean)
- ✓ Wipe clean all surfaces
- ✓ Re-stack chairs and tables safely in the furniture store room, as shown in the photo located on the inside of the door
  - Leave 4 groups of 8 chairs around the perimeter of the hall, as shown
- ✓ Clean and dry all kitchen equipment, cutlery and crockery. Return to cupboards
- ✓ Remove all rubbish – *remember to check bins in the loos*

### Help Save Energy

- ✓ Turn off all lights – *check the loos, furniture cupboard, pantry and Committee Room*
- ✓ Securely shut all fire doors
- ✓ Securely shut all windows – *check loos, kitchen and Committee Room*
- ✓ Reset heating to auto setting and thermostats to 20°C(Spring and Autumn) or 25° C (Winter)
- ✓ Switch off fridge and leave door propped open

### Think about Safety

- ✓ Switch off and unplug all appliances - Water Boiler, ovens, kettles
- ✓ Shut all internal doors
- ✓ Lock external kitchen door
- ✓ Lock the Hall, return the keys to the key safe
- ✓ Lock the gate
- ✓ Report any feedback, concerns or damage to Hall Secretary at [secretary@ubmh2000.onmicrosoft.com](mailto:secretary@ubmh2000.onmicrosoft.com)

**With our thanks**

**UBMH Management Committee**