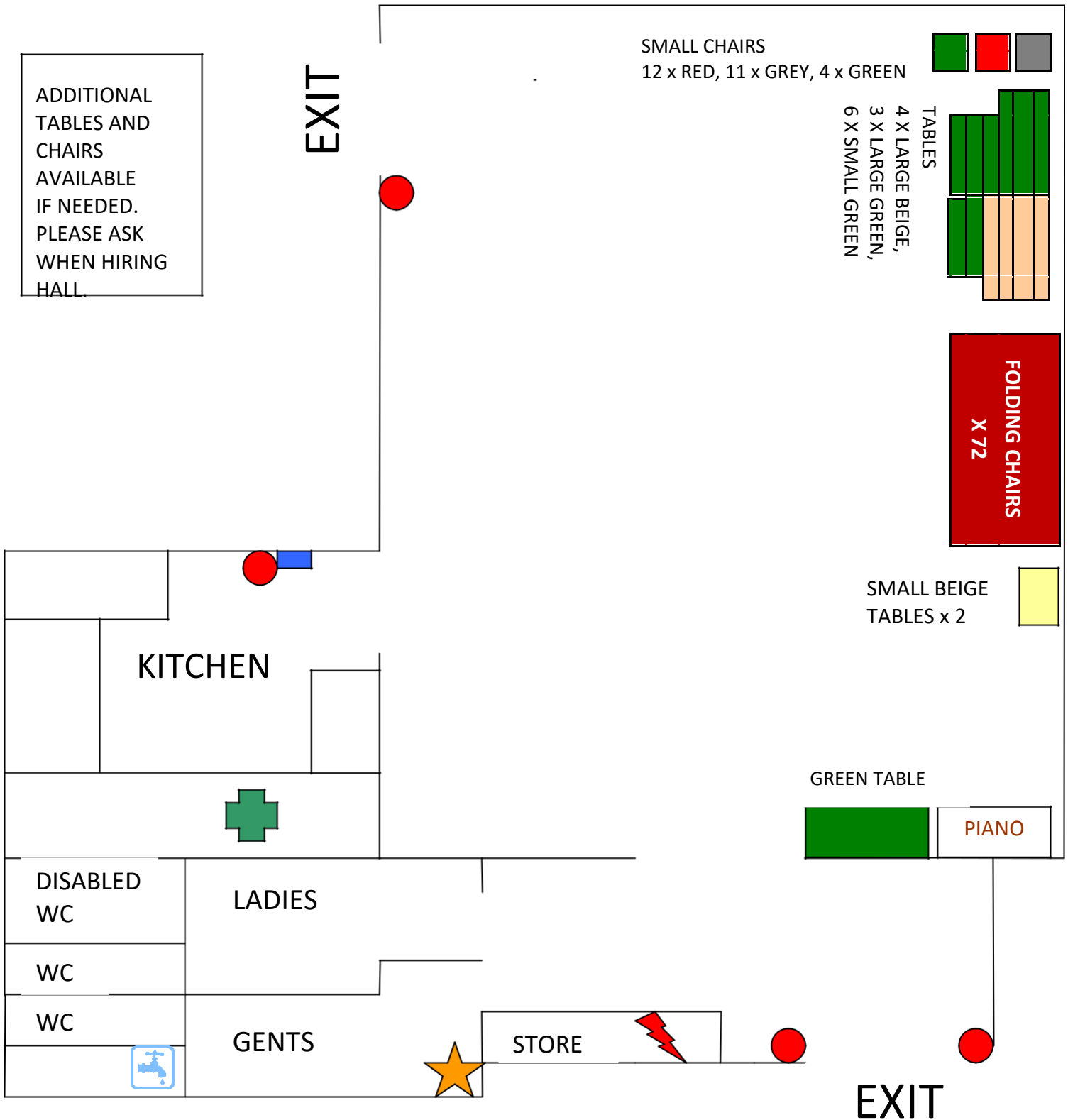








# ALL HALL USERS

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.....**

<b>Wiped up spills, wiped tables and kitchen surfaces</b>
<b>Replaced chairs (9 per rack, red seats facing outwards) and tables where they should be (see plan) including securing tables with safety straps</b>
<b>Cleared window sills and all surfaces</b>
<b>Swept floors – hall, kitchen, toilets and lobby</b>
<b>Removed your food from the fridge</b>
<b>Checked toilets are flushed and cloakroom areas tidy</b>
<b>Replaced socket covers</b>
<b>Shut all windows – hall, toilets and cloakrooms</b>
<b>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</b>
<b>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</b>
<b>Locked all the doors and left the hall premises secure</b>
<b>MADE SURE ALL IS READY FOR NEXT USER</b>

*(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!