

# FRITWELL VILLAGE HALL

## ALL HALL USERS

Before leaving the Hall please  
check that you have:

- Removed everything you brought with you
- Swept and Cleaned all Floors
- Wiped down all Surfaces
- Cleaned and flushed all toilets
- Wiped sinks
- Turned off all taps
- Turned off all lights and appliances (except fridge and bottle cooler)
- Washed up and cleaned draining board
- Drained and cleaned Dishwasher and switched off (if used)
- Brushed all mats
- Removed all rubbish and taken it home
- Ensured all exit doors are Closed
- Checked the keys are in the Key Safe and the Key Safe Number does not show the access code
- Counted the 98 chairs
- Counted the tables on the two trollies. (Small tables 6, Medium tables 12, Large Tables 4. Total 22)
- Checked the outside of the building is clear of rubbish and damage free

This ensures the Hall is ready for other users.

Thank you