



Please use this checklist when leaving the Hall.

Please check that:

- All lights have been switched off (please specifically check the disabled loo)
- Floors are swept and any spills cleaned up
- All toilets, including disabled, have been left in a clean and tidy state with paper towels removed from bins
- Kitchen is left tidy, with all items washed up and put away
- All appliances, including dishwasher, are switched off
- All your rubbish has been removed and taken away
- All doors are locked
- Outside lights are turned off, if originally turned on
- Anything broken? Please report it to hentonbookingsecretary@gmail.com, so that replacement/repair can be made before the next hirer
- **Key is returned to Key Safe Box**

Thank you for leaving the hall as you found it.

Exterior Lighting – REMINDER

The external switches outside the kitchen are as follows:

Left single switch - upper car park floodlight

Right double switch, left side - lights outside kitchen

Right double switch, right side - main car park floodlights External switch outside main door - lights outside main door