



Stawell & Sutton Mallet Village Hall
Stawell Road, Stawell TA7 9AD
Registered Charity Number 304635

Check out list - Cleaning up afterwards

Please ensure you follow the checkout list below - there are also copies up in the hall. The hall should be clean before you leave.

- ✓ All windows and doors closed securely.
- ✓ Double checked all doors are locked.
- ✓ All fire doors closed.
- ✓ All lights & car park lights switched off.
- ✓ Hall and kitchen floors to be swept and any spills cleaned up (a broom, dustpan & brush are kept in the cleaning cupboard)
- ✓ **DO NOT MOP MAIN HALL WITH ANY CLEANING FLUIDS OR CHEMICALS. USE WATER ONLY TO CLEAN SPILLAGES.**
- ✓ Kitchen surfaces wiped down (if used)
- ✓ Cooker top and oven turned off and checked.
- ✓ Dishwasher emptied and drained.
- ✓ Kettle, hot water boiler switched off.
- ✓ Fridge emptied of anything you brought.
- ✓ All non-hall materials and equipment must be removed (e.g. anything you have hired or brought) All items found and not belonging to the hall are removed and donated once a month.