

**The Leigh and Bransford Memorial Hall**  
**END OF HIRE CLEAR AWAY AND CLEANING CHECK LIST**

<b>Contact Details: This section to be completed by Hirer at end of booking</b>			
Name of Hirer		Date(s) of Hire	
Address			
Telephone		Email	

CHECKLIST OF INDIVIDUAL AREAS - please check all areas that apply to your hire and clear away and/or clean as per hire conditions	PLEASE TICK TO CONFIRM	COMMENTS
<b>OUTSIDE</b>		
<b>CAR PARK/FLOWER BEDS/FIELD</b>		
<b>All items of litter and waste</b> (e.g. cans, bottles, plastic glasses, paper plates, etc) have been collected and put in the skips outside and the lids firmly closed		
<b>No waste</b> - bottles/rubbish etc. have been left outside the skips (bags left outside will incur a charge)		
<b>All external lights</b> have been switched off		
<b>The gate to the overflow car park</b> is locked; no cars remain on site		
<b>Key(s)</b> returned to relevant external key safe(s)		
<b>INSIDE</b>		
All 7 <b>FIRE APPLIANCES/EQUIPMENT</b> are left in place – see type and location overleaf		
All <b>TOILETS - Wash Basins, Sanitary Ware, Floors, Walls, Cubicles</b> have been inspected for damage, and are left in a clean and sanitary state		
<b>KITCHEN (i)</b> is left in a clean and sanitary state and white external door (adjacent to hand wash basin) is locked and key left in		
<b>KITCHEN (ii)</b> has been cleared of <u>all waste</u>		
<b>KITCHEN (iii) both</b> hot water immersion switches turned off; all taps turned off; fridge emptied; kettles off; oven/microwave left clean inside and out		
<b>KITCHEN (iv)</b> all crockery and cutlery washed up and put away, any broken crockery items noted		
The <b>BAR</b> is left in a clean and sanitary condition		

All <b>FURNITURE</b> used is returned neatly to the furniture store		
All <b>LIGHTS and any PLUG-IN HEATERS</b> are turned off <b>IN EVERY ROOM AND AREA</b>		
All <b>LITTER AND WASTE</b> throughout the inside of the whole building has been collected and bagged and either placed in the external waste skips outside the kitchen or <b>REMOVED FROM SITE</b>		
In all rooms, lobbies, corridors etc <b>SURFACES</b> are left clean and tidy; <b>FLOORS</b> are <b>SWEPT</b> or <b>LIGHTLY MOPPED AND DRIED</b> if necessary		
<b>HEATING CONTROLS</b> are returned to their original position in both halls		
Report other damage/breakages <b>HERE</b>		