

The Leigh and Bransford Memorial Hall
 END OF HIRE CLEAR AWAY AND CLEANING CHECK LIST
 including **CHECK OF FIRE FIGHTING EQUIPMENT** (see overleaf)

Contact Details: This section to be completed by Hirer at end of booking			
Name of Hirer	Katherine Fincher	Date(s) of Hire	08/03/2020
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
OUTSIDE		
CAR PARK/FLOWER BEDS/FIELD		
All items of litter and waste (e.g. cans, bottles, plastic glasses, paper plates, etc) have been collected and put in the skips outside and the lids firmly closed		
No waste - bottles/rubbish etc. have been left outside the skips (bags left outside will incur a charge)		
All external lights have been switched off		
The gate to the overflow car park is locked; no cars remain on site		
Key(s) returned to relevant external key safe(s)		
INSIDE		
All 7 FIRE APPLIANCES/EQUIPMENT are left in place – see type and location overleaf		
All TOILETS - Wash Basins, Sanitary Ware, Floors, Walls, Cubicles have been inspected for damage, and are left in a clean and sanitary state		
KITCHEN (i) is left in a clean and sanitary state and white external door (adjacent to hand wash basin) is locked and key left in		
KITCHEN (ii) has been cleared of <u>all waste</u>		
KITCHEN (iii) both hot water immersion switches turned off; all taps turned off; fridge emptied; kettles off; oven/microwave left clean inside and out		

KITCHEN (iv) all crockery and cutlery washed up and put away, any broken crockery items noted		
The BAR is left in a clean and sanitary condition		
All FURNITURE used is returned neatly to the furniture store		
All LIGHTS and any PLUG-IN HEATERS are turned off IN EVERY ROOM AND AREA		
All LITTER AND WASTE throughout the inside of the whole building has been collected and bagged and either placed in the external waste skips outside the kitchen or REMOVED FROM SITE		
In all rooms, lobbies, corridors etc SURFACES are left clean and tidy; FLOORS are SWEPT or LIGHTLY MOPPED AND DRIED if necessary		
HEATING CONTROLS are returned to their original position in both halls		
Report other damage/breakages HERE		

TYPE, APPLICATION AND LOCATION OF THE SEVEN (7) PIECES OF FIRE FIGHTING EQUIPMENT AT THE LEIGH & BRANSFORD MEMORIAL HALL

LAST UPDATED JANUARY 2020

IMPORTANT NOTICE

Your safety is important to us. Hirers are therefore required to familiarise themselves with the
 TYPE, APPLICATION AND LOCATION OF THE AVAILABLE FIRE FIGHTING EQUIPMENT
 IN THE BUILDING *BEFORE COMMENCING THEIR HIRE.*

AT THE END OF THE EVENT THE LEAD HIRER MUST THEN CONFIRM (BY A TICK AGAINST EACH OF THE LISTED ITEMS BELOW IN THE 'OK?' COLUMN) THAT THE EQUIPMENT HAS BEEN LEFT IN THE SAME CONDITION (i.e. UNUSED) AND LOCATION

PLEASE USE THE 'COMMENTS' COLUMN IF APPROPRIATE

TYPE	LOCATION	OK?	COMMENTS
Powder Extinguisher	Bar		
Water Additive Extinguisher	Main Entrance		
CO2 Extinguisher	Kitchen		

Fire Blanket	Kitchen		
Water Extinguisher	Small Hall		
Foam Extinguisher	Large Hall		
Foam Extinguisher	Toilet Lobby (Rear of New Hall)		

When you have completed the checklist, please sign it below and leave it on the lower working surface in the kitchen. A Trustee will collect it later today and use it to check through the building before the next hire.

Signature Date

We also would value any feedback you may have to help us improve the experience for future hirers. Attached to this checklist is an optional feedback sheet for any comments you or your guests may have. Thank you.

The Leigh and Bransford Memorial Hall Trustees

FEEDBACK SHEET

As Trustees we work hard to create and maintain a cost-effective and attractive environment in which people can gather and meet. The Leigh and Bransford Memorial Hall has been here for almost 100 years and we want to make sure (within our financial means) that this heritage not only continues but also meets the needs of today's community.

This much valued community resource survives solely on the revenue it generates from hire fees, fundraising activities and various small grants and awards we are successful in securing from time to time. Over the past 5 years we have invested nearly £70,000 upgrading the building and its amenities by installing a new, air-source heating system, new toilets, a new kitchen, refurbishing the original wooden flooring and a host of other smaller internal and external improvements.

We will continue to invest what financial resources we can generate (after clearing annual overheads) to make further improvements. Our next major ambition is to upgrade all the building's windows and internal wall insulation to make sure the venue is as warm and welcoming in the cold winter months as it is during the summer.

With this in mind we would welcome any feedback for further improvements you may have for us to consider as more funds become available. Please use this page (and overleaf) to let us know if and how we could do better within the resources at our disposal.

Thank you

The Leigh and Bransford Memorial Hall Trustees