

Exiting The Hall - Checklist 2024

Main Hall

All Windows – closed secure
– blinds left as used.

Fire doors – locked and tested secure

Booster heaters – switched off,
– remote control & instructions returned to holder; fan switched off.

Floor – swept, sweepings in kitchen bin.
– spillages cleaned up.

Chairs – 10 brown at each hall end
– remainder brown moved to foyer, stacked in 8s chair backs to face toilets,
– black chairs returned upstairs, stacked in 5s

Tables – large tables on correct red or blue trolley, trollies to left back to wall
– small tables 1 by each door remainder under rear of shelf
– table leg easer on end of store shelf

Kitchen

Crockery & Cutlery etc. – washed, dried & put away correctly

Worktops – wiped down.

Oven – NOT switched off

Freezer & Fridge – NOT switched off

Water Heater & Boiler – both switched off

Upstairs

Window – closed

General – left as found

Toilets – flushed

General

Lights – everywhere switched off

Main Door – locked and secure