
ASHCOMBE VILLAGE HALL

CHECKING OUT LIST

BEFORE LEAVING THE HALL, PLEASE CHECK THAT THE FOLLOWING ACTIONS HAVE BEEN COMPLETED.

	TASK	TICK
1	Hot water is off (switch under sink in servery)	
2	Ovens are off (switches for both ovens in the cupboard above the right oven)	
3	Dishwasher is drained and off (switch on wall above dishwasher)	
4	Kitchen is clean and tidy. Everything returned back in boxes. All sides washed down	
5	Toilet lights are off	
6	Windows are closed	
7	Cupboard doors are closed	
8	Bins have been emptied. Rubbish/recycling is placed in the outside bins or taken home if bins are full. Bins are located at the front of the building next to the fence	
9	Any breakages or defects reported in the log book	
10	Chairs returned to the storage area on the front side of the hall. All armless chairs to be stacked in storage area at the rear of the hall, no more than 7 high.	
11	Fire doors are closed	
12	External door is locked	
13	Key is returned	

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