



HALL CLEANING CHECK LIST

The Newham Hall is a not-for-profit community Hall. Hall users and Hirers are required to help maintain the Hall in a clean and tidy state and to leave the Hall in the condition in which they found it.

In particular, when leaving the **Hall** please check: -

- All furniture and equipment has been returned to the storage room or position where found
- The floors are clear of dirt and rubbish and all rubbish is removed from the Hall (A rubbish bin is located in the park beside the Hall)
- All heaters are turned off
- All lights are turned off (Hall and toilets)
- All taps are turned off (Hall and toilets)
- All doors are locked
- The keys are returned to the Booking Officer

If the **Kitchen** has been used please check: -

- Crockery/cutlery cleaned and packed away
- Fridge cleared and cleaned
- Bench tops cleaned
- All equipment turned off
- Floor is clean and mopped if necessary.

Please leave the **Bi-fold Doors** in the condition in which you found them – opened or closed.

Thankyou for your co-operation