

CHECKLIST BEFORE LEAVING

PLEASE MAKE SURE:

- ROOM HEATERS are OFF
- ALL LIGHTS are OFF
- WATER HEATERS are OFF
- INSPECT TOILETS and CHECK for LIGHTS OFF
- ALL ESCAPE DOORS and WINDOWS are SHUT
- ALL ESCAPE ROUTES are CLEAR for ESCAPE
- ALL BINS are EMPTIED
- FRIDGES are EMPTIED
- TOILET CISTERNS are FLUSHED
- CHAIRS and TABLES are PUT AWAY
- HALL is RETURNED to CLEAN STATE, FLOOR SWEEPED
- TAKE ALL RUBBISH HOME
- TURN OFF CAR PARK LIGHTING (switch in coats cupboard.)
- ALL STORES are LOCKED
- FRONT DOOR is SHUT and LOCKED
- REPORT any FAULTS or DAMAGES to VHMC ASAP

Thank you, Village Hall
Management Committee

Hinxworth & Edworth
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