

# Greenhithe Hall

## Hirers Cleaning Checklist

Please ensure that all is completed before leaving the Hall

<b>Kitchen</b>	Tick when complete
Oven cleaned if used	
Fridge emptied, cleaned, and doors left open if used	
Benches and sink clean	
Floor swept and mopped	
Windows and doors closed	
All crockery, etc, cleaned and put away	
All electrical appliances switched off	
All taps turned off	
ALL RUBBISH MUST BE REMOVED	
<b>Toilets</b>	
Toilets cleaned	
Floor mopped	
Hand towels removed and black bags replaced (YOU must provide new bags)	
<b>Entrance</b>	
Carpet vacuumed	
Rubbish picked up & taken away	
Remove all decorations/signs if used	
<b>Main Hall</b>	
Floor swept & mopped	
All rubbish removed	
Decorations removed	
Tables & chairs wiped down & placed back in room	
<b>Rubbish</b>	
All rubbish MUST be removed by the hirer. If this is not done, we retain the right to withhold the bond	
<b>General Security</b>	
All windows closed & locked	
All lights turned off	
All heaters turned off (if used)	
All doors locked	

Disclaimer: If this list is not completed to a satisfactory level, we retain all rights to with hold some or all or the bond. **Decided by the Hall committee.** I have read and understood all conditions of hall hire, and agree to comply with all requests listed. I agree that the bond is held by the Hall Committee, until cleaning check completed & the key is returned to the Committee. In the event that requirements listed are not completed to required standard, I agree that the Greenhithe Hall Committee will be the deciding party on the returning the bond.

HIRER SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_