Soulbury Parish Hall

Vacating the hall checklist.

Please ensure the following are in place:

1. Turn heating thermostat to zero.
2. Close window in male toilet.
3. Check the toilet area is clean.
4. Turn off lights.
5. Close the toilet doors and sliding door.
6. Un-plug and empty kettles.
7. Un-Plug and clean the microwave if used.
8. Turn off 'water heater' on the wall near the kettles.
9. Wash up cups, plates, cutlery, etc and put away.
10. Clean sink.
11. Empty dustbin.
12. Put unused milk in the fridge.
13. Empty refrigerator of your food and drinks.
14. Put unused tea, coffee, biscuits in small storage area.
15. Clean work surfaces, sweep kitchen floor area.
16. Turn kitchen light off.
17. Stack chairs neatly in storage area.
18. Place tables in same storage area.
19. Turn off light in both storage areas.
20. Close the sliding door to both storage areas.
21. Sweep the main floor area.
22. Red chairs go on the back wall near the projection screen.
23. The main hall lights are switched on/off from near the chair storage area.
24. Check the spot light on the side of the hall is off, this is controlled by the light switch by the door.
25. Check porch light is off, is controlled by the light switch by the door.
26. Lock door leave the keys as instructed.

Many thanks!