

## **ON LEAVING BRENT KNOLL PARISH HALL PLEASE .....**

1. Ensure any tables and chairs have been wiped clean and replaced in the appropriate storage cupboard. Tables should be placed in the trolleys, legs to legs or top to top (this eliminates the legs marking the table tops). Where possible, stack all the same size tables in the trolleys (there is only one mixed size). Please stack the chairs carefully, and do not mix the designs. Please leave the smaller light blue plastic chairs in the Nuttall room, as per the notices on the walls.
2. Ensure the floor is clean in all areas that you have used. The Hoover is located in the electric cupboard in the Nuttall Room or in the store room of the Jubilee Room. Brushes and mops in the back hallway of the main hall.
3. Ensure the toilets are clean and tidy.
4. Check that all electrical and gas appliances are switched off. (except for fridge and the Fly Zapper).
5. Ensure that the heating is turned off, by turning the thermostats down to 1.
6. Switch off all lights – please remember the toilet lights and outside lights. (there is a five minute delay on the outside lights from switching off).
7. If you have used the kitchen appliances, please ensure that the oven and cooker are clean, the microwave is clean and that the dishwasher door has been left ajar. Please also check that you have taken everything out of the fridge.
8. Shut all fire doors, ensure kitchen shutters are closed and lock the main hall door.
9. **Please take your rubbish home with you.**
10. Please ensure keys are returned to the Hall Bookings Administrator or leave in the secure key box by the front of the porch facing Brent Street.

THANK YOU

Any problems please contact Jenny Butters (01278 760477/07748 781593)

**NB - Should the Fire Alarm go off – the code to stop it is on the notice board opposite to it.**