

Checked	Items to be checked at Welby Community Hall after each Hall Hire	Other details
	All items need to be in a Clean, Tidy and in a Working state	
	In The Hall	
	Alcohol Signs (x2), Emergency Evacuation Framed Cert. and Framed Cert. of Approved Entertainment	
	Fire Hose unused	
	Windows locked, shutters down with play in shutter tension, with Handles	
	Blinds are working and down	
	Clock is on the wall and running on time	
	Floor swept & mopped and unmarked	
	Servery Window Shutter and Shelf	
	Heaters are off	
	2 Door Mats at each set of Front Doors (Coir and Rubber Ribbed)	
	22 Chairs at back end of Hall & 12 Light Weight Tables	
	Piano ok with cover on, stool ok underneath	
	No Smoking Signs & Exit Signs	
	Ceiling Tiles are all ok and in place	
	Kitchen	
	Check OH&S Book for any issues	
	Windows locked, shutters down with play in shutter tension, with Handles	
	Kitchen Rubbish Bin	
	Paper Towels & Hand Wash	
	2 Dry Floor Mops present and are Clean	
	2 Wet Mops and Mop Bucket	
	2 Wet Floor Signs (1 Pink and 1 Yellow)	
	Fridge clean and running	
	Hot Water Urn and Drip Tray	
	Sink and Bench	
	Ample Floor Cleaner, Spray Cleaner and Washing Up Liquid	
	Cupboards locked	
	First Aid Kit unused and locked with some Medical Report Forms	
	Needle Stick Kit under Sink Cupboard (Gloves, Goggles, Plastic Bags, Tongs, Sharps Container)	
	Sharps Container on top of Coffee Cupboard	
	Biohazard Spill Kit in Coffee Cupboard	
	Pie Oven	
pb	Kitchen Continued Page 2	

	Kitchen Continued	
	Oven instructions on the wall	
	Stove, Oven with 3 Racks and Grill with Grill Tray	
	Microwave Oven with Tray	
	Fire Extinguisher and Fire Blanket and 2 Fire Ext. and 1 Fire Blanket Signs on wall	
	Floor clean & mopped	
	All Lights off	
	Store Room (Chairs & Tables)	
	Table and Chairs Clean Sign & Chair Height Instructions on inside of Door	
	14 Heavy Duty Tables present and clean	
	9 Stacks of 10 Chairs (Total 90)	
	Windows locked, shutters down with play in shutter tension, with Handles	
	BBQ Power Switches are off and Box is locked	
	Light off	
	Management Storeroom	
	Windows locked, shutters down with play in shutter tension, with Handles	
	How many boxes used? Each Box has the following:	
	1 Salt and 1 Pepper	
	1 Sugar Bowl (No Handle) with Lid	
	1 Milk Jug	
	10 Coffee Cups and Saucers	
	10 Bread & Butter Plates	
	10 Soup Bowls	
	10 Dinner Plates	
	Each Cutlery Bag goes into the Cutlery Box has 20 of the following:	
	20 Knives	
	20 Forks	
	20 Soup Spoons	
	20 Dessert Spoons	
	20 Tea Spoons	
	3 of Each Salad Serving Forks and Spoons	
	Large Tea Pot if used onto shelf	
	Carpets & Mats are away	
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	Back Kids Yard	
	Clean and undamaged	
	Kids Gate on back Veranda and Yard Gate shut	
	Electrical Box locked and ok on back Veranda	
	Lastly in Hall	
	Toilet Lights are off, inside of back Doors	
	No Smoking Sign on the inside of Main Front Door	
	All Lights are off and all Doors are shut and locked	
	Outside	
	Grounds are tidy, no rubbish	
	Concreting and Pavers clean	
	BBQs (If used)	
	Picnic Tables and Seating are clean and undamaged	
	Hotplates are clean	
	Tins are empty and moved away from spouts	
	Clean tins are found in Amenities Storeroom	
	Paving under the BBQs is clean	
	Switch on each side is off	
	Light above BBQs is ok	
	Amenities Block	
	2 Electrical Boxes locked and ok	
	Ladies	
	Rubbish Bin	
	Hand Towels	
	Hand Wash	
	Wall Mirror	
	Sinks	
	Disposal Unit in First Toilet	
	Toilet Seats & Bowls, Walls & Doors	
	Toilet Paper in each Cubicle	
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	Gents	
	Rubbish Bin	
	Hand Towels	
	Hand Wash	
	Wall Mirror	
	Sinks	
	Urinal	
	Toilet Seats & Bowls, Walls & Doors	
	Toilet Paper in each Cubicle	
	Disabled Toilet	
	Wall Mirror	
	Hand Towels & Hand Wash	
	Sink	
	Rubbish Bin	
	2 Smokers Trays	
	Toilet Seat and Bowl	
	Toilet Paper	
	3 Rubbish Ottos - To be put out on Rubbish Night	
	Lastly for Amenities	
	Gates are locked and all Bars are not bent	
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