HIRING THE HALL – GUIDANCE NOTES FOR USERS:

KEYS

OPENING & SECURITY ALARM

CLOSING & SECURITY ALARM

EMERGENCY EXITS & FIRE EXTINGUISHERS

LIGHTING & EXTRACTOR FANS

HEATING

HOT WATER

KITCHEN & BAR

CLOSING UP CHECK LIST

* LEAVE COMMUNITY HALL IN STATE OF CLEANLINESS AS FOUND
* LEAVE CROCKERY, CUTLERY AND GLASSES STORED AS FOUND
* LEAVE FURNITURE STORED AS FOUND
* TURN OFF ALL HALL/MEETING ROOM HEATERS
* TURN OFF ALL THREE WATER HEATERS (KITCHEN, BAR & CLEANING CUPBOARD)
* RESET LOCKS ON WINDOW LOCKS
* CLOSE ALL INTERIOR DOORS FIRMLY (INCLUDING FIRE DOORS)
* TURN OFF ALL LIGHTS INC EXTERIOR LIGHTS (EMERGENCY LIGHTS WILL STAY ON)
* FRONT PORCH LIGHT WILL GO OUT ON PIR SENSOR
* SET SECURITY ALARM (IF SET WHEN OPENING UP)
* LOCK BOTH FRONT DOOR LOCKS (KEYS Number ?)