

Cleaning and Security Checklist

Please complete the following checklist (tick appropriate box) of cleaning & security responsibilities, prior to leaving the Centre.

The Management Committee will review the checklist after your function and recommend part or full return of bond, providing all other conditions of hire have been complied with.

Item	Hirer		
	Yes	No	Comment
All floor surfaces (hall, kitchen, toilets) swept / mopped?			
Kitchen surfaces / oven / microwave oven, cleaned thoroughly?			
All garbage placed in outside in mini skip?			
Table surfaces wiped clean?			
All decorations removed and tape/blue tack off walls?			
Toilets checked /surfaces cleaned?			
Tables and chairs stacked according to directions?			
Fire extinguishers secure?			
All doors / windows locked?			
			Lights off?
			Alarm On? Not Applicable

Number of people who attended activity

Any damages / breakages? Please give details:

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Name of Hirer:Signature:.....Date:.....

Please complete this form and return with your keys
Thank you.