

# Hall Users exit list

THANK YOU FOR SUPPORTING OUR HALL

**The following checklist will help you cover what is required of you before your bond is refunded.**

- 1. Kitchen: All the kitchen crockery and utensils have been washed and put away.
- 2. Kitchen benches (and stove if used) have been cleaned.
- 3. The fridge has been emptied, cleaned and left on.
- 4. The Zip heater has been turned off and the red handle is vertical.
- 5. The toilets and hand basins have been cleaned.
- 6. The bi-fold doors have been properly locked and curtains drawn.
- 7. All the floors have been swept and damp-mopped.
- 8. The fire extinguishers seals have not been tampered with.
- 9. The power is switched off at the switchboard and the keys are returned to the lock box
- 10. Wheelie bins are put at the bottom of the driveway for early Monday pickup

**Please sign below as checked and leave this list on the Hall table:**

Signature.....Date.....

Thank you, and please come again.