

Warcop Parish Hall - Checklist for Hirers

Safety and Emergency	
The nominated Fire Marshall is familiar with the location of the emergency exits and instructions for evacuating the building on display and will ensure the escape routes are kept free from obstruction	
The nominated Fire Marshall is aware of the numbers on display to ring in an emergency	
Be aware that the First Aid Kit in the entrance area, along with the accident record book – to be completed if there are any accidents or incidents and the booking secretary informed	
Be aware that there is a Health and Safety file in the kitchen, which includes the policy and risk assessments for users	
Signing In	
Please sign in – the folder is in the kitchen. Any problems, issues or breakages can be reported using the signing in form.	
Equipment	
Tables and Chairs are in the store cupboard in the hall. Please return there at the end of the hire. Chairs should be stacked no more than 10 high and the trolley should be used for moving chairs. If using an extension cable, you are required to use the cable cover – in the cleaning store.	
Temperature and Lighting	
Please ask the booking secretary to make sure the hall heating is on and set to your requirements. There is a control on the wall of the main hall for minor changes.	
There are light switches in the main hall and kitchen. All other rooms, cupboards and toilets are lit by automatic lights	
Kitchen	
There are isolator switches for the dishwasher, microwave and cooker – these must be turned on before the equipment will work. The red emergency button by the outside door in the kitchen will cut off power to kitchen sockets. If this is pressed accidentally, press again to restore electrical power	
BEFORE LEAVING	
Cleaning - equipment can be found in the cleaner's store cupboard	
The hall should be left clean and tidy, as it was found	
Kitchen	
The dishwasher should be left empty of crockery and utensils and with the door open. Please turn off the cooker isolator switch if it has been used. Please make sure the outside door is closed and the window closed	
Curtains and Blinds	
Please leave curtains and blinds open	
Doors	
Please close all internal doors The hatch doors between the kitchen and main hall – please close, by pressing the black button to release the magnet	
Lights	
Switch off lights in kitchen and main hall. All other lights will turn off automatically after leaving	
Toilets	
Our toilets are regularly cleaned, but please check that all have been flushed and cubicles are in a tidy state.	
Rubbish	
We do not have a rubbish collection, so please take rubbish away. Bins bags are on the shelf below the sink in the kitchen. Please leave our bins with liners in place.	
Alarm	
This is set by waving the fob over the top left of the alarm unit and waving it again when asked if you wish the alarm to be set. The alarm will then beep for 30 seconds to allow time to leave and lock the main door	
Key	
If the key has been borrowed for the duration of the hire, please leave it in the post box by the front door	