

# Horton Village Hall

## Exit Check List

Area	Things that need attention	Done
<b>Furniture</b>	All furniture stacked and returned to the storage area at the top end of the hall. Tables should be replaced in their original position. Chairs should be stacked alternately in stacks of 8 – 10 and wheeled on trolley to the storage area.	
<b>Floors</b>	All floors in those rooms or areas that have been used have been swept. (Brooms and scissor mops are provided in the cupboard in the store room for this purpose). If the use of the hall by the hirer has resulted in spillages, or marks, on the floor surfaces these should be removed using the liquid floor cleaner kept in the cupboard marked “CLEANING” in the store room.	
<b>Kitchen</b>	Sinks, work surfaces, equipment, utensils, cutlery and crockery have been left in a clean condition.	
<b>Kitchen</b>	Wall switches to all appliances (cooker, kettles, hot water urn, microwave, fridge, coffee maker etc.) have been turned off.	
<b>Kitchen</b>	Fire screen down and opening to main hall closed.	
<b>Windows Curtains Blinds</b>	Every window is closed, blinds in an upright position and curtains open.	
<b>Doors</b>	All external doors locked including the <b>Fire Exit</b> back door from the kitchen to the side of the hall and the double <b>Fire Exit</b> doors from the main hall to the patio area are locked and secure.	
<b>Heaters</b>	<b>Main hall:</b> Switched off using the panel on the wall adjacent to the right of the entrance ( when viewed from inside hall ).	
<b>Heaters</b>	<b>Meeting room:</b> Switched off using wall-mounted switch to the left of the door ( when viewed from inside the room ).	
<b>Heaters</b>	<b>Foyer:</b> Switched off using wall-mounted switch to the left of the door ( when viewed from inside the room ).	
<b>Heaters</b>	<b>Kitchen:</b> Switched off using wall-mounted switch to the right of the door ( when viewed from inside the room ).	
<b>Heaters</b>	<b>3 toilets:</b> Controlled by pre set thermostats <b>DO NOT TOUCH</b>	
<b>Extractor Fan</b>	<b>Kitchen:</b> Switch off using the switch located on the extraction unit above the hob.	
<b>Water Heating</b>	Switches to the water pump and water heaters in the cupboard off the foyer have been turned off.	
<b>PA System</b>	( If used) The power supply (from sockets in the cupboard behind the stage) to this equipment has been switched off.	
<b>Hearing Loop</b>	( If used ) Turn off switch to the right of the door in the main hall – marked as “ Hearing Loop ”	
<b>Water</b>	All taps in the kitchen and three toilets have been turned off.	
<b>Lights</b>	All lights in the hall, meeting room, store room, kitchen, three toilets, foyer and all external lights ( there is a courtesy light which will illuminate your exit ) have been turned off. <b>Note:</b> The three illuminated <b>Fire Exit signs</b> are left on permanently.	
<b>Rubbish</b>	All rubbish (including bottles) has been removed from the premises and site.	
<b>Front Door</b>	Right-hand door has been bolted and left hand door locked securely using key fob. <b>The green, amber and red lights must all be illuminated on the external swipe mechanism – signifying the door is locked before leaving the premises.</b> If requested deposit key fob in secure unit above swipe mechanism.	
<b>Gate</b>	Close and lock external gate.	