

Te Puna Memorial Hall Users' Check List

1. note any issues or feedback in the notebook on the microwave in the main kitchen
2. hard floors to be swept and/ or mopped if necessary according to list in cupboard
3. carpeted floors to be vacuumed if those rooms have been used
4. rubbish to be removed by hirer in own rubbish bags from all rooms and toilet facilities
5. all hard surfaces and sinks to be wiped down – benches to be left clear
6. refrigerator, microwave, oven and gas stove top to be cleaned if used
7. tea pots and jugs to be emptied and put away
8. hall crockery and cutlery to be cleaned and put away as found
9. cleaning cloths and materials washed and put away
10. no food waste or containers to be left on premises
11. own tea towels to be used and taken home
12. all kitchen water heaters to be turned off at wall
13. dishwasher emptied and wiped down if used
14. toilet rooms to all be checked as clean before leaving
15. any decorations or notices etc to be removed – none to be put on paintwork
16. stage curtains to be left closed
17. blinds to be carefully rolled up to the top evenly if used
18. all chairs and tables to be returned to storage as found – stack no more than 8 high
19. any outside rubbish to be removed
20. all switches turned off, doors locked and security requirements met as advised by Booking Officer
21. any breakages or damage to be reported to Booking Officer
22. even if not using other rooms to do a quick check that all are left tidy and secure

23. Please leave the Hall as you would wish to find it

August 2020