

**BURWASH WEALD & COMMON PAVILION**  
**PAVILION, BURWASH COMMON, ETCHINGHAM, EAST SUSSEX, TN19 7NA**

## CLEARING UP CHECK LIST

*Cleaning materials may be found under the kitchen sink and/or the boiler room sink.  
Mops, Brooms, etc., are in the boiler room adjacent to the entrance lobby.*

Check This	Done
1. Ensure all tables and chairs are returned. Stack Chairs MAX 7 high and make sure they're aligned.	
2. REMOVE ALL YOUR RUBBISH. It must NOT be left in the Pavilion.	
3. Check KITCHEN is clean, tidy, all taps off, all power off. Empty Urn unless hot. Close and lock windows. Turn off lights.	
4. Check Changing Room toilets – taps off and clean.	
5. Turn off kitchen corridor lights. Shut door to corridor.	
6. Check Ladies Toilets – taps off and clean.	
7. Sweep main hall floor and use spray mop to remove any sticky areas.	
8. Close and lock all windows and check all external doors locked.	
9. Check Accessible Toilet in Lobby – taps off and clean.	
10. Return all Brooms, Mops, etc., to Boiler Room.	
11. If Terrace Lights are on, switches are on far wall. Fairy light switch is in boiler room near electricity panel.	
12. Turn off Main Hall Lights.	
13. If Caretaker is locking up and hasn't yet arrived, call 07508 882407. If no reply, try 07779 266034 or 07990 552568	

## UNATTENDED LOCKING UP

14. In Lobby, shut Lobby and toilet doors. Turn off Master Light Switch.	
15. If you have a TAG – tap it on the TAG symbol top left of the alarm box.	
16. Exit the main door and let it close. Check it cannot be opened with the handle. If it does open, call the above numbers	
17. If you don't have a TAG, text PAVILION LOCKED to 07508 882407	
18. Enjoy the rest of the day/evening!	

*It is a condition of hire that failure to ensure the building is ready for the next hirer will incur a cleaning charge and/or loss of any deposit paid or due.*

*Please make sure you have left everything clean and tidy. Thank you.*