



Before Leaving the Hall, please ensure

- The furniture is put away as detailed (chairs and tables in their respective locations).
- Spills or messes are cleaned up; the building is used after evening sessions and during the day.
- Toilets are flushed
- All external fire doors are closed
- When the bin is full, bag up and replace the bag from beneath the sink.
- Cutlery and crockery used is washed up, and put away
- All windows are closed and locked.
- All lights are off.
- Everybody has left the building.

Thank you.