

# H2 Building Check List Main Hall

4<sup>th</sup> Bramhall (St Michael's) Scout Group

St Michael's Scout Centre, 67 St Michaels Avenue, Bramhall, Stockport, Greater Manchester, SK7 2PG



[4thbramhall.org.uk/hallhire](http://4thbramhall.org.uk/hallhire)

**TICK**

**YOUR KEY CODE**

## Main Hall

- Stack all chairs back in the store in piles of 10
- Wipe tables and re stack in store (put rope round)
- Sweep the floor – mop if sticky with blue set
- Replace any items you may have moved

## Entrance Hall

- Sweep the floor – mop if sticky or dirty with blue set
- Clean Mat

## Kitchen

- Wash & Dry all items used
- Replace all crockery and cooking utensils to the appropriate place
- Wipe all surfaces
- Clean cooker including the oven (if used)
- Wipe out fridge, please leave it switched on
- Empty and clean the inside of the dishwasher
- Sweep and mop floor with the yellow set
- Replace any items you may have moved

## Toilets

- Sweep floors – mop if sticky or dirty with red set
- Wipe over Sinks if dirty

## Rubbish

- Please place all rubbish in the bins outside (please recycle)

The Hall should be in a clean and tidy condition when you arrive, please make sure it is left in the same condition when you leave.

If you fail to leave the hall in a clean and tidy condition you will be charged an extra £50 for cleaning.

Please report any damages or Problems to [hallhire@4thbramhall.org.uk](mailto:hallhire@4thbramhall.org.uk)

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[www.4thbramhall.org.uk](http://www.4thbramhall.org.uk)

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