

H3 Building Check List Upstairs

4th 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

TICK

YOUR KEY CODE

Entrance Hall

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

Stairs

- Sweep the Stairs – mop if sticky or dirty

Main Room

- Chairs should be left down each side of the room
- Wipe tables and re stack behind the main room door
- Sweep the floor – mop if sticky or dirty with blue set
- Replace any items you may have moved

Project Room

- Stack small chairs in the Project Room opposite the door (3 stacks)
- Wipe the table
- Vacuum the carpet if needed
- Clean white board if used

Kitchen

- Wash and Dry everything used
- Replace all crockery and cooking utensils to the appropriate place
- Wipe all surfaces
- Clean cooker including the oven if used
- Wipe out fridge & Freezer if used, please leave them switched on
- Sweep and mop floor
- Replace any items you may have moved

Toilet

- Sweep floor – mop if sticky or dirty
- Wipe sink 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

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Registered Charity no. 520206