

CLIFFE HALL CHECKLIST FOR NEW HIRERS

BEFORE ARRIVING

Tea towels if you use the Kitchen (not supplied)

NB NO NAKED FLAMES ARE ALLOWED IN THE HALL

For Classes/Regular Events:

Plenty of Bin bags (only 1 or 2 supplied) as necessary. Paper cups and plates etc for children.

Fixings for notices etc that do not stain or leave marks or holes.

ON ARRIVING

Park your car close to the Hall – parking is only for the hirer and **only** for setup/session/clearing.

If you need to bring things in you can use a wedge to keep the Inner Hall Door open while you do so (wedge should be in the right hand top drawer in the kitchen - and should be returned there before leaving).

To Switch on the Hall Lights - press the right switch on the switch plate to the left of the internal Hall Door.

Lights in the lobby, toilets and in the kitchen come on and go off automatically. There is more lighting in the Kitchen using the switch on the right wall as you enter from the Hall.

Advise your clients not to leave valuables in the Lobby area or near open windows.

If you are using **the boiler in the kitchen**, please read the instructions above the switch carefully.

To Ventilate use the key on the hook half way up on the right frame of Window 4 (from the entrance) unlock the window bolts at mid bottom (they spring up), pull the handles on each side up 90° to the horizontal and push the windows out at the bottom – Windows 1 and 2 need the wood block to stay open . Then **immediately replace the key on the Hook of Window 4**. You can also open the Stage Window.

If you open the fire doors at the end of the Hall, please use the hooks at the bottom of the doors to protect from damage by sudden bursts of wind. We advise against opening the doors if there are children present.

ON LEAVING

Ensure all chairs are stacked correctly—by sliding in and not dropping the chair on the stack—and are stacked exactly according to the instructions in each chair storage area. See plan of chairs attached (reverse).

Ensure the 3 tables are back in their places when you entered, and any additional tables used have been stacked according to the instructions in the Table Store area. Make sure the tables are cleaned.

Sweep the Hall using the wide blue mop to gather any dirt etc, brush the mop itself and use the hand brush and pan to scoop up and bin the dirt. **Use the Paper Rolls to mop any spills on the floor**, and **Lightly spray and rub clean any food etc trodden on the floor** using the Hall Floor Cleaning Spray and Cloth in the far right corner of the kitchen countertop (please put it back there).

If you have used the kitchen, ensure you have switched off the wall boiler, emptied the kettle and put it under the sink (right door), cleaned, dried and put away any items you have used, removed any items from the fridge and have left the fridge, oven, hob and all surfaces, including the floor all clean.

Ensure you have removed any excess waste you created – however, if the bin in the kitchen is less than half full and there is no food or other matter that might cause odours in the bag, leave the bag in the bin.

If you have opened both front doors to allow easy wheelchair access, or for bringing in items, make sure you have pressed the top bolt back into place and placed the key in the lock ready to release in case of a fire.

Ensure that the Fire Exit Door at the far end of the Hall is fully secured if it was opened. To close, fully close the left door, and lightly hold the handle of the right door and *very gently* pull it shut. The handle should spring out with a click indicating it is shut and ready for use in emergency. See instructions on door.

Check ALL toilets including the Disabled Toilet and and Flush if necessary

Ensure that all windows have been fully closed by pressing the central bolt down into the bottom frame (check it) and turning the bottom handles on each side down vertically to fully secure the window.

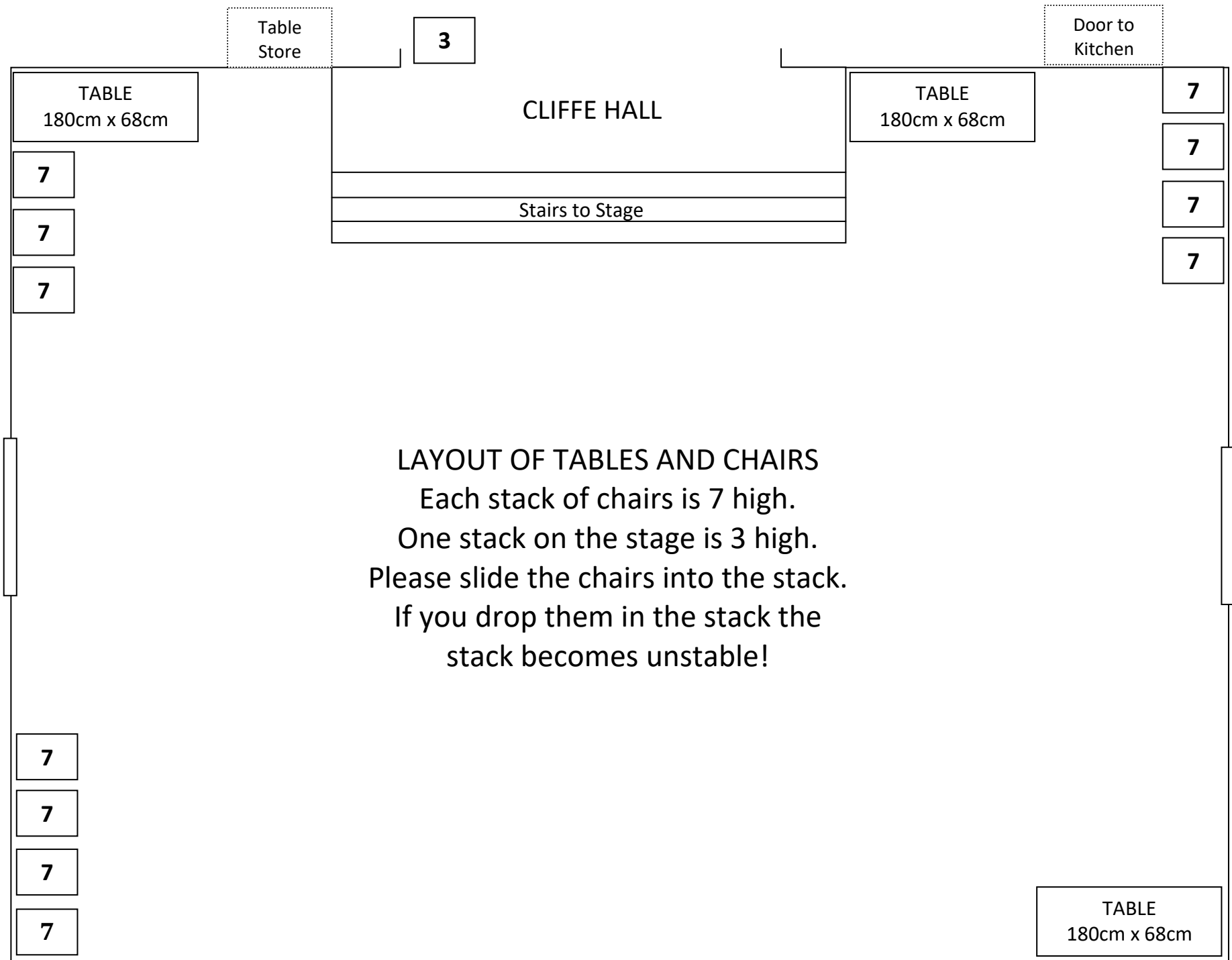
Ensure that ALL DOORS ARE SHUT –PARTICULARLY FIRE DOORS in the Kitchen and Hall Doors.

Ensure any lights that have been switched on have been switched off.

Ensure you have taken all your bin bags and belongings.

LOCK THE FRONT DOOR AND TEST IT!

Hall Manager hall@cliffehall.uk 07522 327301



LAYOUT OF TABLES AND CHAIRS
Each stack of chairs is 7 high.
One stack on the stage is 3 high.
Please slide the chairs into the stack.
If you drop them in the stack the
stack becomes unstable!