



# The Highgate Society (10a) Hall

## Notes for Users 2013/4

ITEM	ACTION	CHECK
<b>Kitchen</b>	<ul style="list-style-type: none"><li>○ Ensure that all cooker switches are 'off' and the area cleared before leaving;</li><li>○ Any rubbish should be bagged and the bags placed inside the gate on the left hand side;</li><li>○ Kitchen surfaces should be cleared and wiped down;</li><li>○ The floor should also be cleared and cleaned if there are any spillages;</li><li>○ If the cooker has been used, the metal plates underneath the rings should be taken out and cleaned before being put back;</li><li>○ Any milk, food etc not required should be taken away and not left in the refrigerator;</li><li>○ Cleaning materials are in the cupboard under the sink. Drying up towels, hand towels and paper towels are in the far right upper cupboard.</li><li>○ A small brush with dustpan, mop and bucket are either in the kitchen area or in the small lobby.</li></ul>	
<b>Fire Doors</b>	Where 40 or more people are using the hall, the fire door <u>must be unbolted</u> , but not opened unless there is an emergency as it leads directly into private property. The door should be securely closed and bolted at the end of the event.	
<b>After Use</b>	<ul style="list-style-type: none"><li>○ If the chairs are used, they should be checked and debris brushed off, before being replaced (<b>in stacks of not more than four</b>) against the wall on either side of the storage heaters (not in front of them);</li><li>○ If the bridge tables are used, they should be replaced in the floor cupboard nearest the door into the lobby;</li><li>○ If the piano has been used, the cover should be replaced.</li><li>○ All rubbish should be cleared out and the hall left tidy;</li><li>○ After rebolting the fire exit door, ensure the lavatory light and lobby light are switched off;</li><li>○ Ensure that all lights are switched off at the main exit door before closing and locking this door.</li></ul>	
<b>NB</b>	Please note the sink does not have a waste disposal unit	