

Hall reset checklist

Lights

Turn off lights in:

Toilets

- Ladies
- Gents
- Disabled

Main building

- Foyer
- Bar
- Main Hall
- Store room
- Outside kitchen

Stage

- Stage side
- Stage main
- Stage spotlight

Bar area

Layout:

- 5 tables
- 6 chairs round each table
- 1 longer oblong table against the wall between Hall entrance doors
- 2 blank flanking chairs either side
- Cleaning
- Carpet vacuumed
- Blinds drawn

Foyer

- Carpet clean
- Door closed
- Rubbish taken away

Store room

- Chairs stacked correctly (guide inside store room)
- Tables stacked face to face
- Big tables away and closed

Kitchen

- Taps off
- Urn off
- Heater (water) off
- Dishes away
- Surfaces clean
- Check fridge is **on**
- Check fridge is empty
- Oven empty and **off**
- Microwave empty and **off**
- Check freezer is empty and **off**
- Floor clean
- Sink clean

Toilets

- Cleaned and flushed
- Floor clean
- Toilet rolls in stalls
- Hand wash at basin
- Basins clean
- Hand towels available

Main Hall

- Floor clean
- Fire doors closed
- Stage curtains closed
- Stage steps curtains closed
- Windows closed
- Store doors closed
- Stage clear