

# BAMBURGH PAVILION

## Facilities Checklist Before and After Major Events

LOCATION	ITEM	Check
CORRIDOR	<b>Check central heating and water are OFF</b>	
KITCHEN	<b>Dishwasher is empty and clean</b> <b>Fridge, oven, water boiler and microwave are OFF</b> <b>Bin emptied, fresh bin liner inserted and spare bin liners in drawer</b> <b>Washing-up liquid available</b> <b>Check TV remote is in drawer</b> <b>Please wash and return dirty tea towels</b>	
MAIN HALL	<b>Tables and chairs are returned to their original positions</b> <b>Floor swept</b> <b>All lights are OFF</b> <b>Storeroom is tidy and lights are OFF</b>	
TOILETS	<b>Tidy any loo rolls on floor</b> <b>Check adequate supply of loo rolls and hand-wash</b>	
GENERAL	<b>Check all external doors are locked</b> <b>Check for shortages, purchase if necessary and give receipt to Linda</b> <b>Note any post-hire damage or breakages</b>	