

BAMBURGH PAVILION

Facilities Checklist Before and After Major Events

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