

Vacating Premises Checklist

The following checklist shall be completed by all Hirers and returned to the CEO with the key/s upon completion of their event.

Area	Checked
All tables and chairs have been correctly put away in the designated storage area.	
All hired equipment has been returned tidily to its correct storage area.	
All sporting equipment has been returned tidily to its correct storage area.	
All the kitchen surfaces and equipment used have been thoroughly cleaned and where required returned tidily to their correct storage area. Cleaning cloths and equipment used have been washed and hung up to dry or put away correctly.	
All rubbish, decorations, rice and offensive material has been removed.	
The kitchen extractor fan has been turned off.	
The oven and microwave have been turned off	
The fridge/freezer is left on.	
All items, personal gear and equipment belonging to the Hirer have been removed.	
All windows have been checked and are secured.	
All heating/air-conditioning has been turned off.	
The bathroom and toilet facilities have been thoroughly cleaned and all cloths and equipment used has been washed and hung up to dry or put away correctly.	
All floors have been vacuumed and where appropriate wet mopped.	
All Emergency Exits are clear.	
All repairs required, damage/breakage, cleaning requirements and accident/incident or injury has been recorded.	
All lights have been turned off.	
All Audio equipment including amplifiers and microphones have been correctly turned off and put away	
All doors have been locked.	
The alarm has been set.	
The key/s and Wardens Arm Bands are accounted for and ready to be returned.	