

End of event checklist

Before leaving and locking the hall, please confirm checks as follows:

	Tick
Thermostats are set at 10 degrees	
All rubbish removed from hall	
Hall curtains opened	
Bluetooth off	
Sound system off	
Microphones off and back in box	
All toilets flushed and clean, spillages cleaned up	
All lights off – especially checked loo lights and outdoor lights	
Dishwasher/glass washer off if used	
All cupboards locked	
Fridge is empty	
Hall floor swept	
Carpets hoovered	
All spills mopped up	
All windows closed	
All doors locked	