# Warcop Parish Hall - Checklist for Hirers

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| **Safety and Emergency** |  | Done? |
| Nominate a **Fire Marshall** for the duration of your hire (ideally this will be someone with prior workplace fire safety training with familiarity with Fire Marshalls). Give the nominated Fire Marshall a copy of the duties to read. |  |
| The nominated **Fire Marshall** must familiarise themselves with the location of the emergency exits and the displayed instructions for evacuating the building and will ensure that the escape routes are kept free from obstruction. |  |
| The nominated **Fire Marshall** must be aware of the numbers to ring in an emergency (on display in the Foyer). |  |
| The First Aid Kit and Accident Book are in the kitchen, Please complete a page in the book if there are any accidents or incidents and also inform one of the Hall Contacts (on display in the Foyer). |  |
| Be aware that there is a Health and Safety file in the kitchen, which includes the policy and risk assessments for users, along with food allergy checklists. |  |
| **Signing In** |  |  |
| The Hirer must sign in on entering the Hall – the folder is in the Entrance lobby. Any problems, issues or breakages can be reported using the signing-in form. |  |
| **Equipment** |  |  |
| Tables and chairs are in the store cupboard (No. 2) in the hall. Please return there at the end of the hire. Chairs should be stacked no more than 10-high and the trolley should be used for moving chairs. If using an extension cable, you are required to use the cable cover located in the Cleaner’s store (located between the Meeting Room and gents toilets).Main hall ventilation. The high level windows are controlled via the control panels in the Entrance lobby. The extract ventilation fan is controlled via the controller on the left side wall inside the Cleaner's store (position 2 is recommended). |  |
| **Temperature and Lighting** |  |  |
| Please ask the Booking Secretary to make sure the hall heating is on and set to your requirements. |  |
| There are light switches in the Main Hall, Kitchen and Meeting Room. All other rooms, cupboards and toilets are lit by automatic lights. The external lights are pre-set & there is a push button (highlighted in blue, marked BOOST) to extend the timings if required, this is located in the Entrance lobby. |  |
| **Kitchen** |  |  |
| There are isolator switches for the dishwasher, water boiler, microwave and cooker – these must be turned on before the equipment will work.The red emergency button by the outside door in the kitchen will cut off power to the kitchen sockets. If this is pressed accidently, twist as per the arrows to release and power will be restored. |  |

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| **BEFORE LEAVING** |  |  |
| Cleaning equipmentcan be found in the Cleaner's store.The hall should be left clean and tidy, as it was found. |  |
| **Kitchen** |  |  |
| The dishwasher should be emptied of all crockery and utensils which must be put away. The remaining water in the dishwasher may be left.Please turn off the cooker isolator switch if it has been used and also the water boiler switch and dishwasher (to the right of the sink).DO NOT turn off the fridge and freezer.Please make sure the outside door is closed and the window closed. |  |
| **Curtains and Blinds** |  |  |
| Please leave curtains and blinds open. |  |
| **Doors** |  |  |
| Please close all internal doors and switch the automatic front doors to ‘off’.Please close the hatch doors between the Kitchen and Main Hall by pressing the black button to release the magnet. |  |
| **Lights** |  |  |
| Switch off lights in Kitchen, Main Hall and Meeting Room. All other lights will turn off automatically after leaving.Main Hall high level windows & extract fan: Reset window & fan controls to “off”. |  |
| **Toilets** |  |  |
| Our toilets are regularly cleaned, but please check that all have been flushed and cubicles are in a tidy state. |  |
| **Rubbish** |  |  |
| We do not have a rubbish collection, so please take large amounts of rubbish and recycling away. Bins bags are on the shelf below the sink in the kitchen. Please leave our bins with liners in place. |  |
| **Alarm and Locking up** |  |  |
| The Alarm system is set by waving the fob over the top left of the alarm unit and waving it again when asked if you wish the alarm to be set. The alarm will then beep for 30 seconds to allow time to leave and lock the main door.**Note.** **The Main Hall high level windows and the windows in the Kitchen and Meeting Room must be closed and the extract fan must be turned off prior to setting the alarm**. |  |
| **Keys** |  |  |
| If the key has been borrowed for the duration of the hire, please return as requested. |  |