

## User Check List

	On Arrival	On Leaving
All doors and windows secured and locked		
Lights turned off		
Heating thermostat set to 15°C		
Floors swept and clean		
All rubbish removed from site		
Cooker clean & switched off at main switch		
Kitchen work surfaces clean and tidy		
Fridge clean and empty		
Freezer clean & empty		
Dish Washer clean & empty		

Name (Please print)

Date

Start time

End time

**Please complete and return this form to Beverley Goddard when you have finished with the use of the hall**