



One Tree Hill Institute

"You expect to find the hall clean, neat and tidy, ie ready for use"

"We expect you to leave the hall as you found it"

Arrival Checklist

1. Unlock applicable external doors.
2. Switch on required lighting (main hall light switches are in the kitchen)
3. Read the Emergency Evacuation Plan and identify the Emergency Exits. Ensure emergency exits are clear and accessible.
4. Ensure the COVID-Safe Plan is available for inspection by the main entrance door and the QR code is available for scanning by attendees.
5. Setup tables and chairs as required.

Departure Checklist

1. Ensure all personal property, decorations and hired equipment has been removed from the hall.
2. Stack away the tables and chairs in the storeroom as per the photos on the wall. Users will be charged \$50 if tables and chairs are not stacked properly.
3. Place all rubbish from inside and outside the Institute in strong garbage bags and place in bins provided. Place recyclables into the yellow-top bin.
4. Ensure any spillages or marks on walls have been cleaned.
5. Kitchen (if left dirty, cleaning fees will apply) if used:
 - a. wash, dry and put away any used dishes;
 - b. mop kitchen and servery floors;
 - c. clean kitchen oven and other appliances;
 - d. ensure food waste is rinsed from dishes before stacking dishwasher, and
 - e. wipe down benchtops.
6. Sweep wooden floors.
7. Switch off **all** air-conditioners. *(\$\$\$ see note below)*
8. Switch off all light switches and power points, except for the refrigerator. This includes the playground light (switch on left side of kitchen door near fridge).
9. Ensure all windows are closed and locked.
10. Close and lock:
 - a. Outside kitchen door
 - b. Outside servery door
 - c. New hall main entrance doors
11. Leave by old hall main entrance and ensure it is locked securely behind you.
12. Take the unlocked padlock **from the cupboard in servery (with picture of a/c remote on door)**, place hall key in **small silver box** on the wall in the street-front outdoor covered entrance (white tiled area) and use padlock k to lock the box.

Notes:

- **\$\$\$** Hall users will be charged a per door fee if any doors are left unlocked and a fee per a/c system left on!
- Cleaning gear is in cupboard in servery area.