

Broad Bay Community Centre



Checklist

Thank you for hiring our premises :o)

Broad Bay Community Centre (BBCC) premises are owned by the local community — unlike the Council-owned Halls elsewhere on the Peninsula — and is run and maintained by a small group of volunteers. Please help to keep our premises in good shape by ensuring you leave the space(s) in a tidy, usable condition!

HAVE YOU ...

- Cleaned all the toilets and sinks used?
- Cleaned all the crockery/cutlery/surfaces used?
- Turned off any appliances you turned on in the kitchen?
- Wiped out the refrigerator and left the door open?
- Swept hall, kitchen and toilet floors?
- Mopped floors that have had heavy use or spills?
(Use correct floor cleaner for wooden floor and follow instructions)
- Checked all Doors and Windows are closed and locked?
- Turned off all Lights, Heaters and equipment used?
(Please note you may be charged additional utilities for items left on)
- Turned off mains power on switchboard as you leave?
- Removed all Rubbish and Recycling from inside and outside?
- Left mops well rinsed and standing heads-up so that they dry?
- Let us know if the cleaning supplies are running low?
- Let us know about any damage caused during the hire?

Thank you for caring for our hall and leaving it clean for the next user!

We welcome feedback and suggestions for improvements.

24 March 2024