

Newstead Community Centre Committee of Management.

Meeting room and kitchenette checklist for hirers

1. After function please sweep floors and using appropriate mop (different mops for different areas) lightly mop the floor of the kitchenette with warm water.
2. Chairs and tables must be put back against the walls
3. Use hot soapy water to clean bench tops.
4. Ensure that all tables and chairs are cleaned and the carpet is vacuumed.
5. Lights, fans and heaters are to be turned off.
6. Make sure rubbish bins are emptied and new bin liners (kept in storeroom) are replaced.
7. Make sure all doors are locked and secured.
8. If key is picked up from the supermarket, please return same promptly **as failure to return the key will inconvenience the next person to hire the Centre.**
9. The electric hot water service may need to be turned on at the switchboard in the front foyer. The appropriate switch is switch number 22. After using the hot water service please switch the power off again at the switchboard. When the hot water service is left on it uses power unnecessarily and boosts up our power bills

The Committee of Management reserves the right to inspect the Centre after any function at any time.

Failure to comply with the above checklist may result in your bond not being returned

If any maintenance problems arise you may contact our chair person David Stratton
0428310825

The Committee of Management thanks you for your co -operation.