

Mechanics Hall – Checklist for Hirers

✓ Cleaning & Floors

- Sweep floors after your function.
- Lightly mop with warm or hot water if needed.
- **Do NOT** use soaps, waxes, detergents, or abrasive cleaners on timber floors.
- Use the correct mop for each area (different mops are provided).

✓ Furniture

- Place chairs around the walls.
- Stack additional furniture neatly in the storeroom, leaving a clear walkway between the doors.

✓ General Cleaning

- Vacuum the foyer.
- Clean toilets, empty bins, and switch off lights.

✓ Final Checks

- Turn off all lights, fans, and heaters.
- Follow kitchen rules if you used the kitchen.
- Close and lock all outside doors.
- Remove all rubbish, bottles, etc. (charges may apply if left behind).
- **Do NOT** stick notices on walls (inside or outside) with Blu Tack or tape.
- Return keys promptly if collected from the supermarket — others may need them.

Important:

The Committee of Management may inspect the Centre at any time after your function. Failure to follow this checklist may result in loss of your bond.

Thank you for helping us maintain a clean and safe facility

For maintenance issues, contact:

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