

# Meeting Room & Kitchenette – Checklist for Hirers

## ✓ Cleaning & Floors

- Sweep floors and lightly mop kitchenette with warm water (use correct mop).

## ✓ Furniture & Surfaces

- Return chairs and tables against the walls.
- Clean benches with hot, soapy water.
- Wipe down tables and chairs.
- Vacuum carpet.

## ✓ Final Checks

- Turn off lights, fans, and heaters.
- Empty bins, remove rubbish, and replace liners (in storeroom).
- Lock and secure all doors.
- Return keys promptly if picked up from supermarket.

## ✓ Hot Water Service

- The electric hot water service can be turned on at switchboard (Switch #22).
- **Turn it off again after use** to save power.

### **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:

**Anthony Santamaria – 0490 055 918**