



## Whangateau Hall Post Event Checklist

Hirer's Name(s): Christine Buxton

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Hire Date(s): 1 Feb 2020

Receipt Number: \_\_\_\_\_

### AFTER EVENT CLEANING CHECKLIST:

- Swept Floors (Kitchen, Toilets, Hall)?
- Returned all furniture to original locations? (See photos)
- Removed all refuse? Orange refuse bags and recycle bins put at curb.  
NO RUBBISH IN RECYCLE BINS!
- Turned off all taps and power to underbench hot water cylinder and hot water urn?
- Cleaned indoor toilets and basins?
- Cleaned all kitchen surfaces and returned crockery to original location?
- Turned off all lights and heaters?
- Checked and locked all windows and doors
- Returned keys and hirer checklist

### Cleaner Notes:

### Charge Summary:



Large kauri table on floor in front of stage. Stairs on either side of stage. Chairs stacked in 2s along walls.



Two different types of chairs, those with hooks on the side, and those without. Do not stack different types of chairs together as they become stuck. You can also tell the difference by looking at the backs of the chairs.



Folding tables stacked neatly beneath message board.

## WHANGATEAU HALL

### Post Function Clean-up

- All rubbish to be collected, bagged and removed. Orange council bags can be purchased from Leigh Store. Do not leave non-council bags at curb. **Do not put rubbish in recycling bins.** Acceptable items for recycling are detailed on inside of bin lid.
- Recycle bins rolled to curb.
- Cleaning products located under the kitchen sink
- Brooms, mops and buckets located in foyer cupboard.

#### **Main Hall and Lobby**

- All decorations and extra furniture removed
- Trestle tables wiped down and folded
- Chairs brushed off and stacked in matched pairs along walls. Please do not stack different style chairs together, as they are slightly different in size.
- Shake out door mats
- Wooden floors (hall, stage, foyer) to be thoroughly swept and mopped

#### **Kitchen**

- Wash & dry hall crockery, and return to original location in cupboards
- Fridge to be emptied and wiped down
- Oven and hob cleaned and turned off at the wall
- Kitchen benches wiped down with disinfectant spray
- Hot water urn and hot water tank (under sink) switched off
- Kitchen door to outside securely closed.

#### **Toilets**

- Rubbish bin emptied
- Sink wiped down with disinfectant spray
- Toilets cleaned with toilet cleaner
- Floors swept and mopped
- Mirrors wiped down

#### **Outer grounds**

- ALL rubbish picked up (bottle tops, cigarette butts, etc)
- Broken glass collected, wrapped in paper, and placed in rubbish, NOT in recycling bins
- Front entrance swept

#### **Before leaving**

- Ensure all doors and windows are securely locked.

Failure to clean thoroughly could lead to loss of part or all of your security bond. Professional cleaning can be arranged for a charge. Contact Jenine Abarbanel to organise, 09 422 6715, [whangateauhallbookings@gmail.com](mailto:whangateauhallbookings@gmail.com).

#### **Suggestions:**

Allow approximately 3 hours for pack-out and clean-up.

Have a full crew rather than only a few people.

Arrange for professional cleaners prior to your event if you are unsure you will be able to complete it to the standard.