



Your Checklist when using the Mapua Hall kitchen:

- 1. Washing up:** Wash all crockery, cutlery and glass ware in the sink then transfer to yellow trays for sterilizing. Dish liquid and tea towels are provided. Leave wet tea towels in the red bag hanging by the kitchen door.
- 2. Sterilizer:** On completion of sterilizer use, follow laminated instructions to clean and empty the sterilizer itself.
- 3. Packing away:** Return all items used to appropriate places, noting what belongs in the hallway kitchenette.
- 4. Fridge:** Empty and clean fridge. Take all food items with you. Please leave the fridge on and door closed thanks.
- 5. Floor:** Sweep and mop floor using cleaning supplies in the hallway cleaning cupboard.
- 6. Rubbish:** Our hall has a zero-rubbish policy. You will need to bring your own rubbish bags. Please take all rubbish with you on departure.
- 7. Breakages:** Please provide a list, below, of any items broken or damaged during your use, so that we can keep a full supply of our equipment, in good working order:
- 8. Heating:** Please turn off all heat pumps in the hall, and the zips in the kitchen.
- 9. Locking up:** Please ensure all outside doors are locked. Lock the kitchen access door to the hallway.
- 10. Keys:** Please return keys to the lockbox or the NPD next door if you got them from there and sign this form before putting it through the front mailbox slot on the exterior front wall of the hall.

Thank you for helping us to keep this facility in good working order.

Mapua Community Hall Society Committee