

# OLD CHURCH ROOMS - ROOM HIRE CHECKLIST

Any concerns report promptly to [clerk@radyr.wales](mailto:clerk@radyr.wales)

## MAIN HALL & ROOMS

- Tables wiped & stacked
- Chairs stacked neatly
- Floors swept (cleaning cupboard)
- Equipment returned
- Personal belongings removed



## KITCHEN (IF BOOKED)

- Items washed and put away
- Surfaces cleared and wiped
- Kettle unplugged & empty
- Unused food removed
- Recycle where possible
- Excess rubbish taken home
- Appliances unplugged/turned off



## TOILETS

- Left clean & tidy
- Report issues or shortages



## SAFETY & SECURITY

- Lights off
- Appliances off
- Windows closed
- Fire doors clear & closed
- External doors locked

