**OMH CHECKLIST**

Please use this form to check that everything you’ve used is completed before leaving.

If any electrical equipment is brought in then it must have been PAT tested first.

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| **SMALL MEETING ROOM** | |
|  | Windows are closed |
|  | Room is clean and tidy |
|  | Electrical items are switched off and unplugged |
|  | Chairs are returned to original positions as per photo |
|  | Lights are turned off |
|  | Door left open |

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| **MAIN MEETING ROOM** | |
|  | Windows are closed and blinds are open |
|  | Tables and chairs are stored |
|  | Room is clean, tidy, surfaces wiped clean, swept |
|  | Chairs are only stacked 5 high |
|  | Heating thermostat is at 11°C on leaving during winter months |
|  | Electrical items are switched off and unplugged |
|  | Lights are all switched off |
|  | Small meeting room door left open. Kitchen, gents and ladies doors left closed |

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| **KITCHEN** | |
|  | Washing and drying up complete and items put away |
|  | Electrical items switched off – just the water heater and fridge should be left on |
|  | Window is closed |
|  | Bins have been emptied (if full or smelly) |
|  | Food caddy bin emptied |
|  | Light is switched off |
|  | Clean and tidy |
|  | Door closed |

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| **Toilets (Gents, Ladies/Disabled)** | |
|  | Is everyone out? |
|  | Clean and tidy |
|  | Windows are closed |
|  | Baby changing unit is closed (in disabled WC) |
|  | Lights are switched off |
|  | Doors are shut |

|  |  |
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| **Locking Up** | |
|  | Alarm is set |
|  | Main entrance door is closed and locked |

Please email the office if the room(s) you’ve used were not left in a suitable state prior to arriving or anything else which you’d like to comment on. [office@trinitytewkesbury.org.uk](mailto:office@trinitytewkesbury.org.uk)