

BACCHUS MARSH PUBLIC HALL AND SUPPER ROOM

**Facility Inspection Check List** 17July2018

Function Type \_\_\_\_\_ Date & Times used \_\_\_\_\_

**Main Hall**

Comments

OK (tick)

Foyer floor, walls, windows, fittings, steps \_\_\_\_\_

Hall Floors & walls clean. Bins emptied, Kitchenette \_\_\_\_\_

Window winders ok, Air Cond, Gas heater controls \_\_\_\_\_

200 Chairs, 15 trestles, 12 tables = stacked Correctly & UnDamaged \_\_\_\_\_

**Stage**

Floor clear & clean, curtain motor, drapes, chairs, windows \_\_\_\_\_

Sound cabinet; 1 Lead, 1 remote, 3 mikes, AA Batteries.....Sound system off.....

**Supper Room**

60 Chairs, 12 tables stacked, clean and no damage \_\_\_\_\_

2 Heaters & 2 Air Conditioners off \_\_\_\_\_

Sound Cabinet; 2 remotes/1 Mike/1 Lead/AA batt's... Sound system & Projctr off....

Floor/curtain/walls clean..... Bins empty.....Whiteboard returned to store room.....

**Kitchen**

Benches, floor, walls & sinks clear & clean \_\_\_\_\_

Dishwasher off & tub drained \_\_\_\_\_

Fridge empty & clean. Urn off \_\_\_\_\_

Cutlery & Crockery. Quantity & stored \_\_\_\_\_

Stove, Ovens, Microwave & Bain Maree clear & clean \_\_\_\_\_

Skip Key on hook. 1<sup>st</sup> Aid box stocked \_\_\_\_\_

Bins emptied and liners replaced \_\_\_\_\_

**Other;** Doors locked. Lights off \_\_\_\_\_

**Toilets;**

Benches/walls/cubicles/mirrors Clean & clear.....

Toilet paper stock.....

**Hallways;** Floors/ceilings/glass/walls clean.....Defribulator in place & light operating.....

**Cleaners Room.**

Mops hung with tops under buckets \_\_\_\_\_ Brooms hung on hooks \_\_\_\_\_

Skip key on hook \_\_\_\_\_ Toilet Rolls stock. \_\_\_\_\_

**External;**

Rubbish in Bins & skip locked \_\_\_\_\_

External doors/ windows/ walls/ Alcove clear & clean \_\_\_\_\_

Rectification work required \_\_\_\_\_

Report Completed by (sign) \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_