



Gargunnock Community Trust Ltd.

A registered company in Scotland (SC285574)
www.gargunnock.org



Gargunnock Community Centre Leaving Instructions

After using the Community Centre, please:....

GENERAL AREAS

1. Return all equipment (including tables and chairs) to the appropriate storage areas.
2. Stack chairs on the trolleys provided (40 chairs/trolley) and securely strap in place.
3. Sweep floors (wash floors if necessary) in all areas you have used including the toilets and entrance hallways (Note: Cleaning equipment is located under the stairs).
4. Empty all rubbish bins. Transfer all rubbish and recyclable materials to the outside waste bins. Do NOT leave any rubbish in the building. Do NOT leave any waste on the ground around the waste and recycling bins outside.

If the bins are full you must take your rubbish away with you.

KITCHEN.

1. Empty and drain dishwasher (instructions on wall).
2. Wash all crockery, utensils etc. and return to appropriate cupboards.
3. Empty tea urn and kettle (remember they may still be hot!!)
4. Wipe down all work surfaces.
5. Remove all food and drink from the fridge.
6. Sweep and clean floor.
7. Empty rubbish bins into outside waste bins.

Before leaving BY FRONT DOOR, please check:

1. Water taps are off (kitchen and toilets).
2. Appliances are switched off/unplugged
3. Outside doors and windows are closed and locked (including patio door).
4. Lights are switched off.
5. Front door is securely latched in the closed position.

Failure to clean or remove waste may lead to you being charged a cleaning fee!