



# Tomerong School of Arts Inc.

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## Post event checklist

Before leaving, please ensure our hall is in a clean and tidy condition:

- Turn off the hot water and Zip heater.
- Empty the fridge of any food or drinks.
- Turn the fridge off at the wall and open the fridge doors.
- Clean the kitchen floor and wipe down all surfaces.
- Turn off gas bottles if the stove was used.
- Turn off the air conditioner and return the remote control to the holder on the wall.
- Empty all bins and remove all garbage from the hall and toilets.
- Tidy the toilet block and clean all surfaces.
- Lock all toilets and turn off the lights.
- Clean and restack tables and chairs in the storeroom.
- Sweep the hall floor and mop if necessary (*brooms and mop are located in the store room*).
- Ensure toilet keys are returned to the key rack in the kitchen.
- Turn off all internal and external lights.
- Ensure that all doors are securely closed and locked and blinds are open.
- Access key returned to key box and tumblers set to zero and flap closed.

### **REMEMBER:**

Your bond could be at risk if the hall is not left in a clean and tidy condition.

Thank you for being so cooperative.

*From the Tomerong School of Arts Management Committee.*