

Kitchen

All members and guests who use the Hall are expected to clean the Kitchen after their use.

Coffee

Machine to be UNPLUGGED

Emptied and rinsed

Coffee grinds put into Organic Waste container. The Recycling container is under the large working table.

Kettle UNPLUGGED

Teapots

Emptied and cleaned

Dirty Utensils (Teacups to Pots)

Rinsed and washed (add TBS bleach rinsing). Then use the new Sterilizer (Washing machine. No need to dry so please put the utensils away.

Do not use the old machine as it is not as effecient as the new machine.

Tables

Please wipe the tables after use

Please provide your own supplies for any food or drink prepared

Please take home and return all dirty laundry linen/towels. We do not have a laundry service.

Main Hall and adjacent facilities

Please leave the floor in the condition you found it.

Chairs:

Chairs with arms are stacked 5 (FIVE) High and stored in the back storage room behind the TV set.

Chairs with no arms are kept in the area outside the kitchen

In addition 4 long tables and one large round table are kept in the area outside the kitchen. The rest are stored in the back storage room behind the TV set.

Closing the Hall

Switch off lights except when indicated otherwise on the light switch.

Turn the heat down in the main hall and area outside the kitchen to 15c

Leave the side Quilt room as is for temperature control

Lock the front door and check it is locked.

Check to make sure the outside kitchen door is locked

