

# Wolverton & Greenleys Town Council

Town Hall, Creed Street, Wolverton, Milton Keynes MK12 5LY

Direct Line: 01908 326800 Email: office@wolvertonandgreenleystowncouncil.gov.uk



## Stacey Bushes Meeting Place - Inspection Book Radcliffe Hall (Hall A)

### To be completed when entering the building to commence hiring period:

Area/Equipment	Yes ()	No ()	Notes
Keys in key safe locked and numbers scrambled.			
Intruder alarm set			
Front door closed and locked			
Hallway clear, unobstructed and clean			
All toilets are clean. Toilet seats, rolls and brushes are in place			
Main hall is clear, unobstructed and clean. Blinds are left down.			
Kitchen area clear, unobstructed and clean. All cutlery, crockery, glassware, pans put away			
Dishwasher empty and clean.			
No rubbish left onsite or outside			
All cupboards and hatched areas clear, unobstructed and clean. Doors to all areas shut.			
Garden area is clear, unobstructed and clean.			
Fire-exit doors shut, locked and child locks UNLOCKED (as shown in access instructions).			
All floors and hall swept and mopped.			

Signed (by hirer) .....

Date / /

### To be completed when leaving the building after the hiring period:

Area/Equipment	Yes ()	No ()	Notes
Garden area clear, unobstructed and clean			
Fire-exit doors shut, locked and child locks UNLOCKED (as shown in access instructions).			
All cupboards and hatched areas clear, unobstructed and clean. Doors to all areas shut.			
Rubbish cleared and taken from site - not left outside or in the bin outside.			
Kitchen area clear, unobstructed and clean. All cutlery, crockery, glassware pans put away			
Dishwasher empty and clean.			
Main hall is clear, unobstructed and clean. Blinds are left down. Put aways tables and chairs into the outbuilding in the garden.			
All toilets are clean. Toilet seats, rolls and brushes are in place.			
Hallway clear, unobstructed and clean.			
Front door closed and locked.			
All floors and hall swept and mopped.			
Intruder alarm set.			
Keys in key safe, locked and numbers scrambled.			

Signed (by hirer) .....

Date / /

*Please return the bottom copy of inspection form to WGTC at the Town Hall.*