

## Room Hire Checklist

Proudly part of Advance Penshurst Inc.

On Arrival		Check	On Departure		Check
1	Room is clean and tidy	<input type="checkbox"/>	1	Room is clean and tidy	<input type="checkbox"/>
2	Floor is clean	<input type="checkbox"/>	2	Floor is clean	<input type="checkbox"/>
3	Room is setup appropriately	<input type="checkbox"/>	3	Room is packed up as per instructions	<input type="checkbox"/>
4	Kitchen is clean, tidy & functioning	<input type="checkbox"/>	4	Kitchen is clean, tidy & functioning	<input type="checkbox"/>
5	Toilets are clean, tidy and functioning	<input type="checkbox"/>	5	Toilets are clean, tidy and functioning	<input type="checkbox"/>
6	Appliances are in working order	<input type="checkbox"/>	6	Appliances are in working order	<input type="checkbox"/>
7	Heating/Cooling turned off	<input type="checkbox"/>	7	Heating/cooling off	<input type="checkbox"/>
8	Emergency procedures are visible	<input type="checkbox"/>	8	Audio/Visual equipment is turned off	<input type="checkbox"/>
9	Were appliances turned off upon arrival	<input type="checkbox"/>	9	All other appliances are turned off	<input type="checkbox"/>
10	Were the lights turned off upon arrival	<input type="checkbox"/>	10	Remember to turn lights off prior to leaving	<input type="checkbox"/>
11	Were the doors locked upon entry	<input type="checkbox"/>	11	Remember to lock the doors on your way out	<input type="checkbox"/>
12	N/A	<input type="checkbox"/>	12	Remember to return key to the collection point	<input type="checkbox"/>

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

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**Please leave this form on the bench & ensure you return the key as instructed in Terms & Conditions**