

NAIRN UNITED REFORMED CHURCH

ROOMS USE CHECK LISTS

Scottish Charity Number: SC009963

November 2024

ON ARRIVAL

- 1 Check allocated rooms are clean and free from hazard.
- 2 Be aware of the content of the “action in case of fire” notice and location of fire appliances and call points.
- 3 If fire exits are obstructed make appropriate arrangements.
- 4 Blinds in Front Hall to be raised to the required and level heights.
- 5 If kitchen is to be used for cooking food, ensure that doors from the Front Hall to the Sanctuary are closed.

ON DEPARTURE

- 1 Check allocated rooms are clean and tidy; tables and chairs left as found. Remove all rubbish, unused food, and items you brought in.
- 2 Check if any other people are on the church premises. If so, agree that responsibility for the final lockup and checks is being handed to them.
- 3 Switch off:
 - a) All lights, including in toilets.
 - b) Kitchen water heater.
 - c) Check all taps turned off, including toilets.
 - d) Check gas cooker is turned off.
- 4 Lower blinds in Front Hall, all level.
- 5 Shut all internal doors.
- 6 Report any problems, damage or breakages to Hall Letting Secretary within 24 hours. If urgent, report immediately. Contact details below.
- 7 Lock all external doors. Please note that the back door needs locking with the key if it has been opened with a key.

Contacts

Hall Letting Secretary: Pat McMillan – 01667 455692; 07383 549418

pat.broomcottage@mypostoffice.co.uk

Church Secretaries: Angela Quinn - 07920 195142; 01667 452995

Jean Innes – 07919 203899; 01667 456716