

# MELLS TITHE BARN MANAGEMENT COMMITTEE

Registered Charity no. 304581

Bookings Secretary: Helen Leakey  
Rose Cottage, Little Green, Mells, Frome BA11 3QZ

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## CHECK LIST FOR LEAVING THE BARN

While the barn is regularly cleaned, to keep hire charges as low as possible, it is not cleaned after every use. Therefore, for the benefit of the next user, please leave the Barn in a clean and tidy state. There are brooms, dustpans and brushes in the chair store. Please leave the kitchen clean and tidy, with crockery and utensils cleaned and stored in the cupboards and all electrical equipment, except the fridge, turned off. Thank you.

### Kitchen

Water Urn	switched off, unplugged and emptied
Ovens and Hobs	switched off on the wall
Sink Hot Water Heater	turned off at the switch to the left of window
Kettle/Microwave	turned off at the socket and unplugged
Fridge	emptied, please do <b>not</b> switch off
Lights	turned off (switch outside the kitchen door)

### Toilets

Water Heaters/Hand Dryers	switched off
Toilets	clean, with no leaks/running water
Lights	turned off (switch outside the kitchen door)

### Main Barn

Tables	stored under the stage
Chairs	stacked on the racks in the storage shed
Floor	clean
Rear Door	securely closed with bolts engaged
Lights and Heaters	all switches turned off

### Entrance Hall

Lights	turned off
Door	locked

Please advise the Bookings Secretary of any damaged or malfunctioning items. This will enable us to fix any problems promptly so that the next hirer can enjoy all the Barn's facilities. Thank you.