

# North Dalton Park Regional Sports Centre

## Cleaning and Security Checklist Ground & Facility Hire



Please complete the following checklist, (tick the appropriate box and comment where necessary), prior to leaving the Centre.

The Booking Officer will also complete the checklist after your hire and recommend part or full return of bond, providing all other conditions of hire have been complied with.

| Item   | Hirer |    |         | Centre Officer<br>(Office Use Only) |    |         |
|--|-------|----|---------|-------------------------------------|----|---------|
|  | Yes   | No | Comment | Yes                                 | No | Comment |
| <b>Ground / Grandstand:</b>  |       |    |         |                                     |    |         |
| Oval & embankments cleared of rubbish?                             |       |    |         |                                     |    |         |
| Any chairs used returned to storage?                               |       |    |         |                                     |    |         |
| Goal post padding returned to storage?                             |       |    |         |                                     |    |         |
| Grandstand cleared of rubbish?                                     |       |    |         |                                     |    |         |
| Change Rooms swept out?  |       |    |         |                                     |    |         |
| Rubbish bins emptied to Theiss bin?                                |       |    |         |                                     |    |         |
| Store room closed?   |       |    |         |                                     |    |         |
| Change room & toilet lights turned off?                            |       |    |         |                                     |    |         |
| Change room gate locked?   |       |    |         |                                     |    |         |
| Ground Lighting turned off?  |       |    |         |                                     |    |         |
|  |       |    |         |                                     |    |         |
| <b>Function Room:</b>  |       |    |         |                                     |    |         |
| All tiled floor surfaces (bar, kitchen, toilets) swept and mopped? |       |    |         |                                     |    |         |
| Carpeted area vacuumed?  |       |    |         |                                     |    |         |
| Kitchen surfaces cleaned?  |       |    |         |                                     |    |         |
| Garbage placed in waste container or taken away?                   |       |    |         |                                     |    |         |
| Table surfaces wiped?  |       |    |         |                                     |    |         |
| All furniture/contents accounted for?                              |       |    |         |                                     |    |         |
| Tables and chairs stacked as found?                                |       |    |         |                                     |    |         |
| Fire extinguishers secure?   |       |    |         |                                     |    |         |
| All doors / windows locked?  |       |    |         |                                     |    |         |
| Lights off?  |       |    |         |                                     |    |         |
| Alarm activated?   |       |    |         |                                     |    |         |

Any damages / breakages? Please give details:

\_\_\_\_\_  
\_\_\_\_\_

Number of persons who actually attended during the booking: \_\_\_\_\_

Any other comments? : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Hirer: \_\_\_\_\_

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

***Please complete this form prior to leaving the Centre  
and place it in the box provided. Thank you.***

**OFFICE USE ONLY**

The Centre was hired by:

Name: .....

Organisation: .....

Address: .....

.....

In view of the satisfactory /unsatisfactory condition in which the hirer left the Centre, please  
return / retain the sum of \$.....

***A bond of \$..... was paid by the hirer on .....  
and a receipt (number .....) was issued.***

***Booking Officer:*** \_\_\_\_\_ ***Date:*** \_\_\_\_\_