

# WONGAWILLI COMMUNITY CENTRE BOND RETURN CHECKLIST

Upon the satisfactory completion of the following items, the bond will be returned.

|  | Completed<br>by hirer    | Checked by<br>caretaker  | Comment |
|--|--------------------------|--------------------------|---------|
| <b>General</b>   |                          |                          |         |
| ○ Hall locked after hire   | <input type="checkbox"/> | <input type="checkbox"/> |         |
| ○ Park access gate locked  | <input type="checkbox"/> | <input type="checkbox"/> |         |
| ○ Keys returned  | <input type="checkbox"/> | <input type="checkbox"/> |         |
| ○ Other non-hired hall items left intact – piano, backdrop, picture frames, fire extinguishers, stage lights, curtains, storeroom items, BBQ, ladder | <input type="checkbox"/> | <input type="checkbox"/> |         |
| ○ All rubbish removed from building and site   | <input type="checkbox"/> | <input type="checkbox"/> |         |
| ○ Main power switch off  | <input type="checkbox"/> | <input type="checkbox"/> |         |
| ○ Park left clean and tidy   | <input type="checkbox"/> | <input type="checkbox"/> |         |
| ○ Small bins cleaned   | <input type="checkbox"/> | <input type="checkbox"/> |         |
| ○ Function concluded on time   | <input type="checkbox"/> | <input type="checkbox"/> |         |
| <b>Kitchen</b>   |                          |                          |         |
| ○ Refrigerator cleaned, and left ajar  | <input type="checkbox"/> | <input type="checkbox"/> |         |
| ○ Oven cleaned   | <input type="checkbox"/> | <input type="checkbox"/> |         |
| ○ Floor cleaned  | <input type="checkbox"/> | <input type="checkbox"/> |         |
| ○ Benches and sink cleaned   | <input type="checkbox"/> | <input type="checkbox"/> |         |
| <b>Toilets</b>   |                          |                          |         |
| ○ Toilets functioning  | <input type="checkbox"/> | <input type="checkbox"/> |         |
| ○ Male toilet cleaned  | <input type="checkbox"/> | <input type="checkbox"/> |         |
| ○ Female toilet cleaned  | <input type="checkbox"/> | <input type="checkbox"/> |         |
| <b>Hall</b>  |                          |                          |         |
| ○ Floor cleaned  | <input type="checkbox"/> | <input type="checkbox"/> |         |
| ○ All decorations removed included fixing materials, eg Bluetak, pins, sticky tape   | <input type="checkbox"/> | <input type="checkbox"/> |         |
| ○ 10 chairs replaced on stage area   | <input type="checkbox"/> | <input type="checkbox"/> |         |
| ○ Chairs placed at back wall of hall   | <input type="checkbox"/> | <input type="checkbox"/> |         |
| <b>External Area</b>   |                          |                          |         |
| ○ Concrete area swept and cleared of rubbish   | <input type="checkbox"/> | <input type="checkbox"/> |         |
| ○ Carpark and grass areas clear of rubbish – bottles, cans, cigarette butts  | <input type="checkbox"/> | <input type="checkbox"/> |         |
| ○ All cigarette butts removed from ground  | <input type="checkbox"/> | <input type="checkbox"/> |         |
| ○ All decorations removed included fixing materials, eg Bluetak, pins, sticky tape   | <input type="checkbox"/> | <input type="checkbox"/> |         |
| <b>Storeroom</b>   |                          |                          |         |
| ○ All chairs stacked 10 high   | <input type="checkbox"/> | <input type="checkbox"/> |         |
| ○ All tables stacked   | <input type="checkbox"/> | <input type="checkbox"/> |         |
| ○ All cleaning items returned  | <input type="checkbox"/> | <input type="checkbox"/> |         |