



GUIDELINES FOR MEET AND GREET AND END OF HIRE CHECK

Meet and Greet

1. Greet.
2. Check that the central heating programmer meets the hirer's requirements.
3. Explain that the main door should not be left open or unlatched unless supervised. Note: the door locks on closing, and cannot be opened from outside, but can be from inside.
4. Point out location of fire extinguishers and emergency exits. Explain that the fire alarm uses a siren system, and if there are any profoundly deaf people in the group, they may need particular attention in the event of an alarm.
5. Point out location of first aid box, accident book, building book, and health & safety book.
6. Show where tables and chairs are stored, and point out that any used should be returned to storage afterwards, and that they should be stacked safely. Check that enough are available in the SMB store, and if not, help get extra ones from the changing rooms.
7. Explain location and operation of any kitchen equipment that may be used, including kitchen hatch.
8. Remind hirer that they have signed up to conditions, and draw their attention to them on the notice board. In particular, leave the hired rooms clean and tidy, including retrieving any escaped helium balloons, and vacate premises by the end of the hire period.
9. For the small meeting room only: advise only white board markers should be used on the white board, and the board should be wiped clean at the end of the hire period. The marker and cloth are kept in desk drawer.
10. Explain that if any members of the group need to use a shower, the water should be run hot for 5 minutes before the shower is used.

End of Hire

1. Check for damage and cleanliness etc. Retrieve any escaped helium balloons.
2. Help return any extra chairs to the changing rooms. (there should only be 50 in the SMB store)
3. Check for new entries in the accident book and building book.
4. Reset central heating programmer to default value.
5. Advise treasurer on refund of deposit

P. Marples. (Secretary) 2nd April 2009