

CUFOS Checklist for Groups

General

- While the building is occupied, two fire doors must always be unlocked (specifically the bottom lock). For Booking Hall users, these are the front double doors and the side door into the courtyard; for Waiting Room users, these are the two side doors into the yard.
- If the padlock on the gate is unlocked, secure it, locked, elsewhere on the gate so that it is not lost or stolen. Follow instructions posted on the gate for the padlock.
- **Clean up** after using the building, including sweeping, mopping, or vacuuming as necessary. Clear windowsills, chairs, and tables of your debris; wipe down table tops if needed; and empty the trash bin in the kitchen if you have filled it.
- When your activities are done, please put furniture away where it belongs; see specific instructions for Booking Hall and Waiting Room below.
- Check coat hooks and tables/chests in the hallway, in case you or somebody from your group has left something behind.
- Before leaving the building, please make sure all lights are out, including lavatories. If your group uses the children's loos, please check toilets to ensure all have been flushed.
- If you have taken any keys from the key cupboard in the hallway, be sure to return them before leaving, and *put them on the correct numbered hook*.
- If there is another group still using the building when you leave, ensure that their fire doors remain unlocked (see first point above). Otherwise, ***if you are the last to leave the building, please ensure that all doors are locked, top and bottom, and that the gate is padlocked.*** Don't assume this has been done by another group – check it, please.
- If there is a problem while you are using the building, then contact a member of the committee; names and phone numbers are in the corridor, on the board by the courtyard door, as well as in the Instructions for Key Holders (given to all hirers).

Kitchen

- Clean up and put away all mugs, utensils, and other kitchen items used.
- Please bring and use your own tea towels, and take them away to be washed; don't leave them behind.
- **Empty urn and kettle after use; do not leave water in them** (this contributes to limescale buildup).
- Wipe down counters and cooker top as needed.
- Do not leave open packages of food in drawers or cabinets; put in airtight containers.
- Do not leave food or drink in the refrigerator beyond Friday. Anything left in the fridge at the end of the week will be thrown out.

Booking Hall

- Unless you have made special arrangements with the group immediately following yours, all furniture needs to be put away properly, as follows:
 - No more than 28 blue folding chairs stacked neatly on the rolling trolley in the corner by the sink area. Take care with stacking; see the picture on the wall in this corner.
 - One trestle table, set up, along the wall beside the chair trolley; one more trestle table, folded up, behind it.
 - All other adult-sized chairs and trestle tables go into the storage shed; chairs at near end, tables stacked neatly at far end. (Key number 19 in the key cupboard.)
 - Children's tables and chairs stacked neatly against the walls around the room, preferably in the same general area.

- **Do not leave any furniture in front of the sink area, or in front of any cupboards or closets;** ensure that everything is put away in its proper place before you leave.
- If you have made alternative arrangements regarding furniture with the group following yours, it is your responsibility to ensure you know when that group will *not* be meeting, in which case you must put all furniture away as required.
- If you need to move furniture out of the room into the corridor, open up the double doors to avoid banging walls and doors. Be sure to put all furniture back after your meeting.
- Do not drag heavy furniture across the floors, as this marks them up; get somebody to help you lift and carry it.
- Do not use sellotape or pins to put things up on the walls. Blutack is acceptable, but you must ensure it is all off when you take things down again.
- Curtains: Do not attempt to close or open them by pulling; use the drawstrings.
- Ensure floor is swept before you leave; mop up any spills as necessary. Squeeze the mop dry to avoid rancid smells developing in the cupboard.

Waiting Room

- While the room is in use, the bottom lock of the door leading out to the courtyard *must* be unlocked.
- No food or drink is allowed in the Waiting Room. If you or a member of your group spill anything on the carpet in this room, you are responsible for the cost of cleaning.
- If you need to move furniture out of the Waiting Room while you are using it, make certain it is not obstructing any doors or passages for other groups, and be sure to return it to the room after your meeting. Take care not to bang into doors or walls when moving things.
- As above, the door from this room into the courtyard must be unlocked when the room is occupied. **Ensure that it is locked, top and bottom, before you leave.**
- Curtains: Do not attempt to close or open them by pulling; use the drawstrings.
- Put away furniture, as follows:
 - Blue chairs neatly stacked in the corner near the kitchen hatch.
 - *Note:* Do NOT attempt to stack the chairs with red legs on top of those with black legs; these must be stacked separately.
 - Green chairs neatly stacked by the wall between the inside door and the window.
 - Armchairs in the corners on either side of the window.
- If your activities have resulted in litter on the floor, you *must* vacuum the carpet. (Vacuum cleaner is in the cleaning cupboard in the hallway.)
- When you are through, be sure to lock the door out to the courtyard, as well as the inside door to the room; replace the inner door key in the key cupboard, *on hook number 9*.

In addition to the above, please review the Instructions for Key Holders, to ensure you understand what your responsibilities are as a Cufos user.

Please treat the space at Cufos gently, as you would your own at home. Remember, Cufos is a shared building, and it deserves appropriate care and respect so that all may benefit from its space and facilities.