

ST URSULA'S PREMISES - CHECK LIST BEFORE LEAVING

GENERAL

- Furniture is placed back into proper position
(see plans in church, halls) ()
- Tables and other surfaces are cleaned ()
- Floors are swept, vacuumed or washed as necessary ()
- Lights and machines are turned off** (e.g. coffee machine) ()
- Heating in church is set on "1", radiators in halls on "3" ()
- Windows are closed completely** (church, halls, kitchen, toilets) ()
- Blinds in halls are lowered ()
- All external doors are locked** (church, halls, garage) ()

KITCHEN

- Dishwasher is empty ()
- Dishes, cutlery & utensils are put away ()
- Kitchen sinks, surfaces, ovens are clean ()
- Leftover food and utensils have been taken away ()
- Rubbish and recyclable waste is disposed of as outlined in the
Garbage Disposal Guidelines ()

Church Council Duty Officer:

- On Sundays after the service check rubbish container outside.
If it is full unlock and put to curb for pick-up on Monday morning ()

Name of organization: _____

Name of person responsible for check: _____

Date: _____

Thank you for helping to keep the premises clean and tidy for all users

Garbage disposal

a) Recyclable waste

Glass

Metal (cans, bottle caps, etc.)

Recyclable plastic bottles including milk bottles



*These items should be removed from the premises and recycled by the renter. **DO NOT PLACE RECYCLABLE WASTE IN THE GENERAL RUBBISH.***

b) Paper

Newspapers, magazines, cardboard, office waste paper, but no folders with metal or plastic parts, no laminated paper.



Deposit bundled paper in the garage, small quantities that are unsuitable for bundling may be put in the labelled basket.

c) Compostable waste

E.g. garden waste, flowers, salad leaves, potato peel, uncooked vegetable, but no leftover food.



Deposit in the two green bins behind the church (by the parking places)

d) General household waste



Please bring enough rubbish bags to dispose of all your waste.

Please take the bags home with you or you can pay extra and deposit them in the church's rubbish skip on the pavement. Please pay for every garbage bag you place in the skip – there is a tin on the kitchen window sill.

35 L:	2 Fr.
60 L:	4 Fr.
110 L:	6 Fr.

The container key is hanging up in the outer office.