



Cathedral Parish Halls User Checklist

Location: MacKillop/Glowrey, St Patrick's Hall, Kitchen *(please circle)*

Date/time used:

Have you found the areas clean/satisfactory upon entry? Yes/No
(please circle)

If no, please provide details:

.....
.....
.....

CHECKLIST BEFORE LEAVING: *(please tick when complete ✓)*

St Patrick's Hall	✓
Room reset to default (see over)	
Lights off	
Heaters off	
External door locked	

MacKillop / Glowrey Rooms	✓
Room reset to default (see over)	
Lights off	
Heaters off	
Projector turned off	
External door is locked	

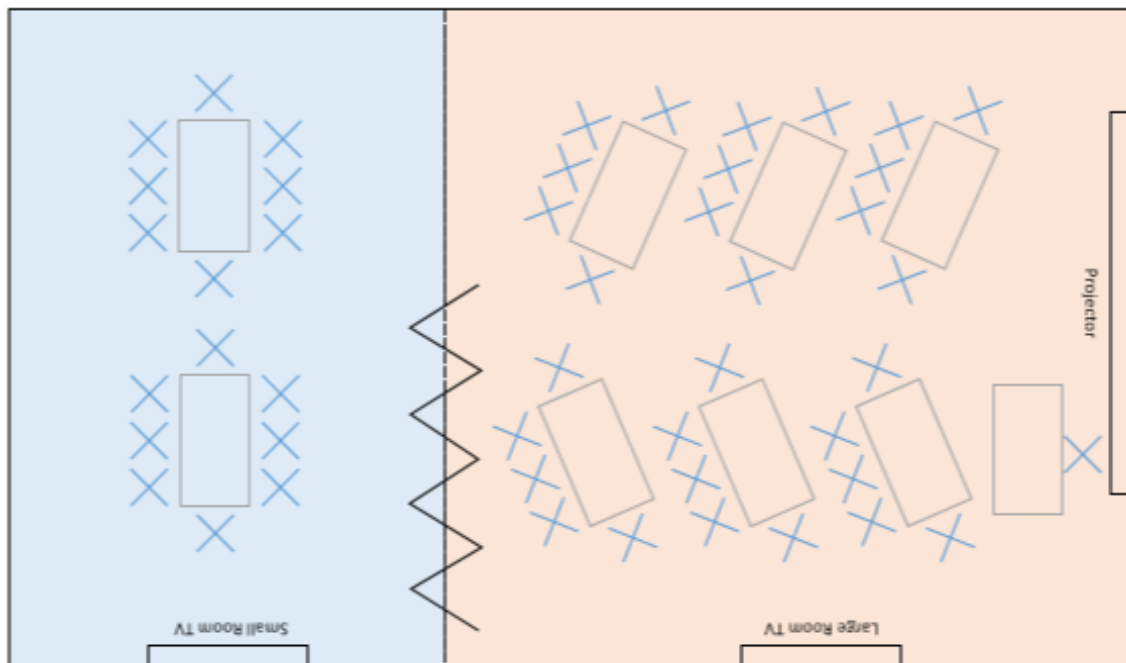
Kitchen	✓
Lights off	
Fridge emptied of items and switched off	
Split System turned off in foyer above servery	
Dishwasher off and emptied	
Ovens/hotplate off	
Servery door closed/kitchen door closed	

Toilets	✓
Lights/fans off	

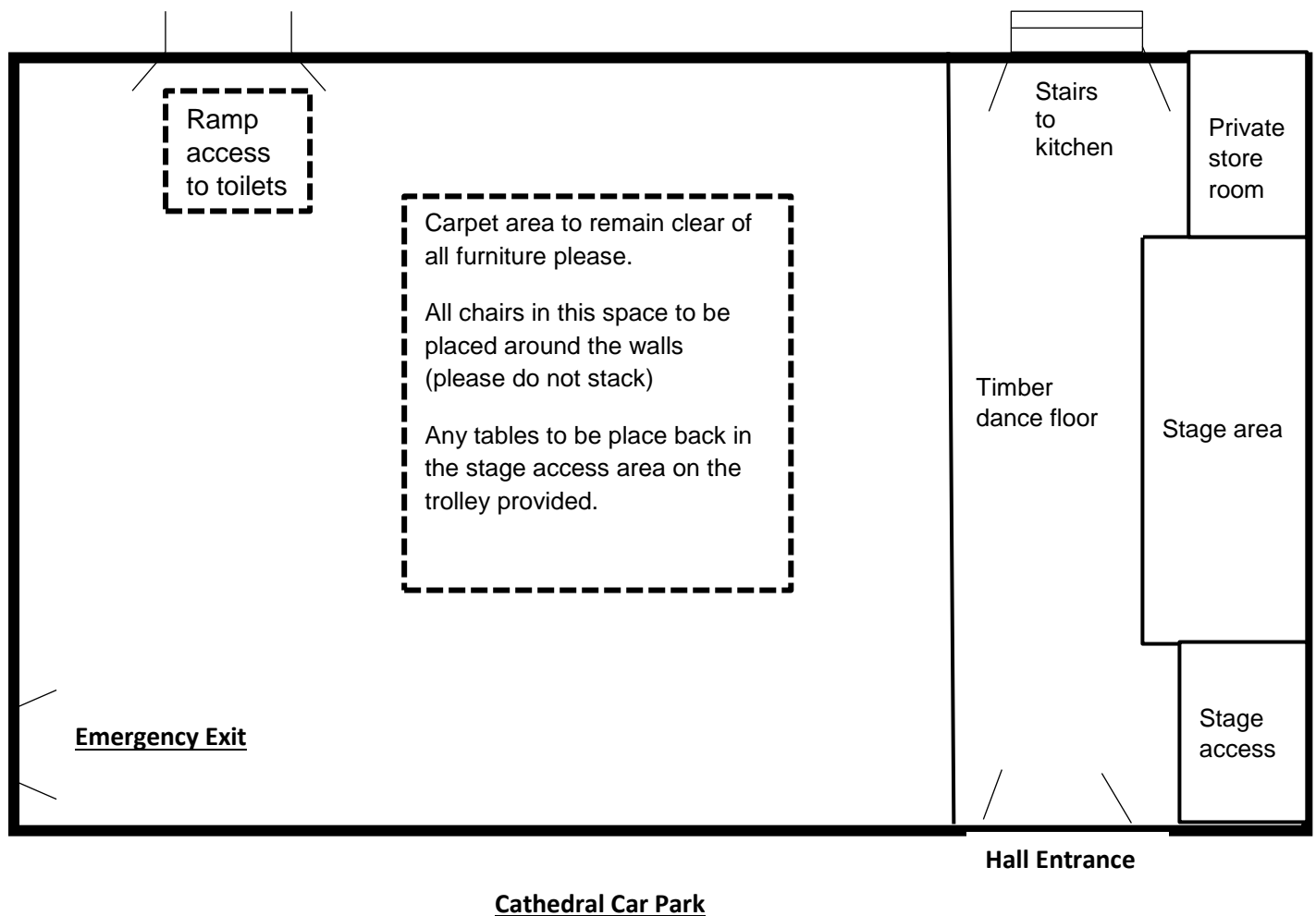
Signed: _____

Date: ____ / ____ / ____

MacKillop/Glowrey Rooms – required default set-up



St Patrick's Hall – required default set-up





Cathedral Parish Halls
Maintenance request – Damage reporting
(please submit to Parish Office as soon as possible)

Date	Location and details	Reported/requested by

Signed: _____

Date: ____ / ____ / ____