

## END OF NIGHT CHECK LIST

TEAM LEADER TO ENSURE ALL TASKS COMPLETED BEFORE THE FARM IS LOCKED UP (tick as you go along, then wipe when complete)



### Area: Wheatsheaf Barn

#### Bar

- Restock drinks fridges
- Empty bins and put new liners in them and empty compost bin and put in kitchen food waste green bin
- Ensure all glasses have been washed and glasswasher is drained, turned off and cleaned inside
- Clean coffee machine
- Clean sink, drip trays, wipe down bar and all tables. Remove beer nozzles and leave in hot water overnight
- Sweep and mop floor
- Move wine up to Wedding Barn
- Ensure all windows, fire doors and external doors are closed and locked**

#### Toilets

- Clean all toilets and sinks – ensure that the toilets are ready for a wedding the next day
- Empty all toilet bins including nappy bin in disabled toilet

### Area: Cookery School

- Collect any rubbish and wipe down surfaces
- If there is a wedding/event the following day, ensure all the welcome drink requirements are in the fridge (check with team leader if you're unsure about particular drinks)
- Sweep and mop floor
- Ensure all windows, fire doors and external doors are closed and locked**

### Area: Wedding Barn

#### Bar

- Restock all drinks fridges
- Empty compost bin and put in kitchen food waste green bin, bottle bin and general bin
- Clean sink area (including under draining racks) and wipe down bar
- Wash all beer drip trays and rubber drip trays in the dishwasher and remove beer nozzles and leave in hot water overnight
- Clear brew station (empty compost), wipe down surfaces, refill all supplies (tea, coffee, sugar) and refill urn
- Vacuum wine and put in kitchen fridge
- When cashing up, take tips up to office and put in cash box

#### Main Room (speak to team leader after 12:00am for permission to start these procedures)

- Remove any table decorations collecting these together for couple to collect and wipe tables – put all decorations and sign from stairs into corridor for couple to collect
- Stack chairs on to tables (make sure there are no guests sat at tables)
- Remove sweets from sweet cart and bag up, clean sweet cart and ensure no sweets are on the floor
- Turn off all fairy lights, side lights and all lanterns on bannister
- Before leaving make sure the room is ready for cleaners to come in and sweep and mop the floor at 8:00am the next day**

### Area: Outside

- Ensure horse trailer bar has been cleaned, restocked and locked
- Collect all glasses, marshmallows and tidy around firepit

#### BEFORE LEAVING MAKE SURE:

- **CORRIDOR IS CLEAR OF EMPTY BOXES AND RUBBISH**
- **ALL DOORS ARE LOCKED (including shipping container, prop shed and drop off sheds)**
- **ALL FIRE DOORS ARE CLOSED**
- **KEYS RETURNED TO MAIN BUILDING**