



**East Coker Hall**  
Halves Lane, East Coker, BA22 9JJ.

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## CHECKLIST

### Entering the Hall

Press the Card-Key we have provided against the pad by the kitchen door. Wait for 3 seconds and you will hear the bolt being released.

In the cupboard to the left of the door you will find a board to which are attached all the keys that you will need.

All external doors will allow exit but the Front Door must be unlocked before it can be opened from the outside. *The keyhole is in the outside handle.*

If you require hot water for the sinks, a separate switch is to be found near the refrigerator in the kitchen.

The hall is now your responsibility.

### Vacating the Hall

Lights in all the rooms and toilets must be switched off, as must the heating system. If any radiators have been switched off individually, please switch them back on before leaving, otherwise the heating system will NOT be fully operational for the next user.

If the hot water heater has been switched on, please check that it is off.

All microphones must be returned to the box and the sound level for the DVD players set back to normal.

All china and utensils used must be returned to the relevant cupboards.

Check that all doors and windows are properly closed. Please make a special check that the Emergency doors and the front door are locked.

Please leave a note for the caretaker or notify a key holder of any problems or damage.

Replace the keys in the cupboard next to the kitchen door.

Close the kitchen door properly and present your key to the pad and you will hear the bolt come across in 5 seconds.

Return your key to the booking clerk. Thank you.