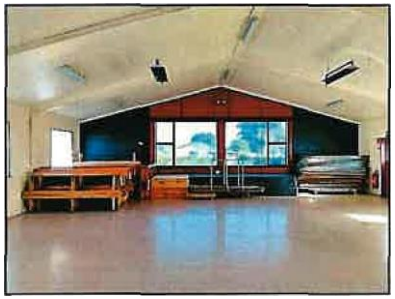
Kihini

Tasks to be completed	Tick
Equipment, crockery etc. to be placed back in the correct areas.	
All breakages or losses of equipment are to be reported to the Marae Committee upon check out	
Microwave to be cleaned.	
The washing machine is only to be used to wash tea towels and tablecloths.	
Should the red tablecloths be used, they are to be dry cleaned and returned (at hirers cost).	
All surfaces to be wiped down.	
Floors must be mopped.	
Wheelbarrow filled with wood and taken into the kitchen and placed next to the fireplace.	
Fireplace to be emptied of (cold) ashes.	
Zip turned off.	
Chiller hosed down and turned off.	
Steamers to be stacked in the chiller.	
Fridges emptied, wiped down, turned off and doors left ajar.	
Stove and ovens cleaned.	
Lights turned off.	
Windows closed.	
Doors locked.	

Wharekai

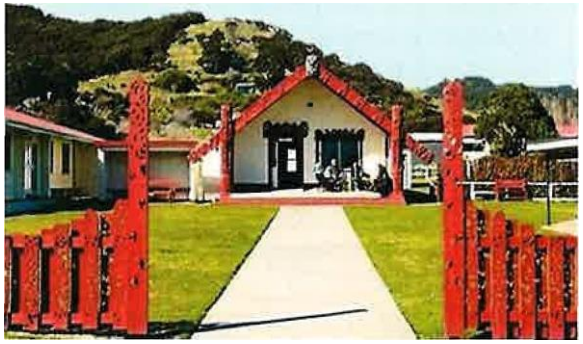
Tasks to be completed	Tick
Tables, forms, and stage stacked as they were on entry (no higher than windowsills).	
White chairs to be stacked and covered outside of the wharekai.	
All staples, tape, string etc. from decorations must be removed from the walls.	
Floors must be mopped.	
No marae equipment or dishes are to be taken from the marae.	
Heaters turned off.	
Lights turned off.	
Windows closed.	
Doors locked.	



Stacked tables, form's and stage.

All tasks have been completed.

Signed by: **Date:**



HIRERS **CHECKLIST**

TORERE MARAE

Emergency Ph: 111

Marae Ph: 07 315 8246

Wharenui

Tasks to be completed	Tick
If mattresses were used twenty (20) mattresses and pillows are to remain inside the wharenui, the rest are to be returned to the mattress room.	
All used linen must be put into Marae Linen bags, dry-cleaned and returned (at hirers cost).	
Wharenui to be vacuumed.	
Black chairs stacked against wall no more than four high.	
Grey chairs to be set up as Pae on exit.	
Heaters turned off.	
Lights turned off.	
Windows and Doors locked.	

Wharenui mattresses.

B/ack *chairs stacked.*

Pae chairs.

Mattress Room

Tasks to be completed	Tick
Mattresses and pillows are to be stacked as they were on entry – leave space in the middle for airing and access.	
Mattress room to be vacuumed.	
Lights turned off.	
Windows closed,	
Doors locked.	

Wharepaku

Task to be completed	Tick
Rubbish bins cleaned.	
Shower curtains washed if used during stay.	
Floors must be mopped.	
Toilet bowls cleaned.	
Benches cleaned.	
Windows closed.	
Lights turned off.	
Door locked.	

Outside

Tasks to be completed	Tick
Firewood to be replaced.	
Rubbish bins must be cleaned with water and disinfectant, then placed upside down.	
All rubbish on the marae and surrounding areas must be removed and disposed of (at hirers cost).	
Outside food preparation area to be hosed down.	
Washing machine to be emptied and washhouse locked.	
Water/Gas to be turned off and pump shed locked.	
Rubber mats hosed down and put inside kitchen area.	
Cooks outside chairs to be put inside kitchen area.	

Cleaned rubbish bins.