



## **HIRE OF UFTON COURT**

1. Bathrooms, Kitchen, Wash-up and Dining Room should be left as found. The dishwasher and the waste disposal should be emptied and left clean.
2. Rubbish from all rooms should be disposed of in the Grundon bins making sure that the correct rubbish is put in the recycling bin.
3. Any spillages should be cleaned up immediately to prevent staining to carpets or making floors sticky.
4. If you move any furniture please put it back in the room it came from prior to departure
5. Candles are only permitted in the Great Hall. Please make sure that candle wax does not drip onto furniture, walls or the floor
6. Any breakages or damages should be reported to the caretaker
7. Beds that have been used should be stripped with sheets and pillow cases left in a tidy pile in each room prior to departure
8. Please vacate the House by 5.00pm on Sunday evening, our caretaker will come to the main reception area to say goodbye.

**If you do not leave the House in an acceptable condition you will forfeit your deposit**

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### **SELF CATERING RESIDENTIALS: THE HOUSE**

1. In response to fire regulations please ensure that there is no smoking in the building and that fire exits are kept clear and free of obstruction at all times.
2. Please ensure that noise is kept to a minimum between 10:30pm and 7:00am.
3. Please do not light open fires, dig up turf to make cooking places or create drainage channels. Disposable barbecues must not be in contact with grass: formal risk assessments must be in place. Please do not chew gum in the buildings or in the grounds.
4. You are welcome to use the grounds. Other groups sometimes use these. Please check which areas will be available during your stay. Children must be supervised, especially in the vicinity of the fishponds.
5. All food should be eaten in the dining room on the ground floor: **no food in any upstairs rooms.**
6. Sleeping bags must be used to sleep in and own cases brought for pillows.
7. The house should be left as found:
  - Each room should be left as found.
  - Floors must be hoovered or swept as appropriate and any spillages cleaned up immediately.
  - Toilets, baths/showers and basins cleaned and toilet floors swept and washed.
  - Kitchen area – all work surfaces washed, cooker wiped out, dishwasher and waste disposal emptied and cleaned, floor swept and washed.
  - Dining room tables cleaned and floor swept, and left as found.
  - All rubbish must be taken away unless otherwise agreed with Upton Court.

**Please note there will be a charge of £200 if the house is not left in a satisfactory condition.**

8. Upton Court staff reserves the right to ask people to leave the premises at any time if behaviour is likely to cause offence, disturb others, or damage the fabric of the building or grounds. You will be charged for all damage.
9. Please leave the grounds as you would like to find them. All litter should be removed, including cigarette ends, bottles and cans.
10. Useful telephone numbers and site information are provided for you. Please complete a FRIAR form for any reportable occurrences i.e. accidents, near misses. Forms are found in the office by the first aid kit. Leave the completed form in the office.
11. You will be invoiced for the numbers stated on your booking form. Please advise us of any changes to the numbers before you arrive. Please send in your booking form and deposit before your visit in order to secure your provisional booking.

## **USE OF UFTON COURT KITCHEN**

**Important: please take time to read the following notes before using the kitchen and the equipment within it.**

- Before using anything in the kitchen please look to see where everything is kept so that it can all be returned to the correct place when you have finished using it.
- Observe the instructions in the kitchen for use of chopping boards – each colour has a specific use and must under Health and Safety Regulations be used for that purpose only. Refer to laminated sheet also available in this pack.
- When using the hot water still, use the tap on the right hand side as you face it: this gives boiling hot water, the other gives boiling hot steam.
- Please follow instructions provided for use of all electrical appliances and ensure that they are all switched off at the wall before you leave the premises.
- Please ensure that the dishwasher has been emptied and cleared, and the waste disposal unit (gobbler) has been emptied, wiped over with hot soapy water and dried off.
- When using the dishwasher, load the blue trays over the waste disposal unit and pre-clean them by using the water jet just above.
- Please mop up any spills as soon as they occur.
- Please use the fridges in the pantry as designated i.e. dairy fridge is used just for dairy produce.
- Please make sure that all bins in the kitchen are emptied and that the waste is placed in the green grundons outside.
- Please ensure that you do not take any equipment or utensils belonging to Ufton Court when you leave.

**Please ensure that all surfaces and floors are cleaned thoroughly before you leave, that everything has been put away in the correct place and that the kitchen and surrounding areas are in the same condition as when you arrived.**

## SKY guide to keeping the kitchen clean!

At the end of every cooking session –

- Wipe down all surfaces including the cookers with hot water and detergent. Polish with paper towel.
- Make sure sinks are free of cooking equipment, dirt, and grime and food debris.
- Put all food stuff, herbs and spices back into the food store.

At the end of the day –

- Sweep the floors in the kitchen and service area (Where we make tea)

On Sunday the task is to clean the kitchen to a professional standard. This is not hard; it just means that we should leave it as we found it.

- Make sure all equipment is put back to its original place including chopping boards, knives and utensils.
- Wipe down all surfaces with hot water, detergent and a rough cloth and polish with clean paper towels.
- Scrub the cookers with a rough cloth and hot water.
- Wipe down tiles behind the cooker and make sure fryer which sits next to cooker is also wiped clean.
- Make sure shelving is free of crumbs and bits especially near the toaster – wipe clean.
- Clean sinks with hot water and detergent including round taps and the backs of the sink. Wipe dry with paper towel.
- Brush and then mop the floor including under the shelving units.
- Make sure all electrical equipment has been switched off.