

Kid's birthday party – Practical Checklist



- To **childproof the staircase**, attach the gate/barrier located in the storage closet around the corner immediately to the right when you come up the stairs. After the party, the gate/barrier must be unhooked and returned to the same place.
- Would you like to borrow **tables** or **chairs**? You are welcome to use everything that is already set up in the rooms on floor 2. A baby seat is also available to borrow; it is located in the large restroom on floor 1. You may arrange the furniture as you wish, but please remember to return the rooms to their original setup. Also make sure to wipe down all tables and chairs after use.
- Would you like to borrow **tableware**? In the lower cabinet labeled “Barnkalas” you will find **plates**, **bowls**, and plastic **cups**. There are 36 of each, plus an extra dozen plastic cups if needed. **Cutlery** and **cake servers** can be found in the top cutlery drawer. If you choose to borrow tableware from us, it must be thoroughly washed and dried before being returned to the cabinet.
- Do you need to borrow other kitchen equipment such as a **pot**, **hob**, **cake stand** or **pitchers**? Everything is available in the kitchen. The pot, hob and cake stand are in the “Barnkalas” cabinet, and the pitchers are on the shelves. These items must also be cleaned and dried after use.
- Do you need to use the **refrigerator** and/or **freezer**? All shelves except those labeled “12-stegsgrupper” are available for use. Please make sure to empty them and clean up any eventual spills in the refrigerator/freezer before leaving for the day.
- Will you be using the **dishwasher**? Follow the instructions posted on the wall to the right of the dishwasher/on the dishwasher.
- Will you be washing dishes by hand? **Dish soap** and a **dish brush** are on the shelf in the corner, to the right of the dishwasher. **Cleaning supplies** for surfaces and **dishcloths/sponges** are also located there.
- Do you need a **vacuum cleaner**, **mop** bucket, or **broom**? All of these are available in the closet labeled “Städskrubb” in the hallway (the door closest to the kitchen). It is always unlocked.

- If **toilet paper** or **soap** runs out in the restrooms, additional supplies can be found in the cleaning cabinet.
- **Trash** and waste management: All trash must be sorted and disposed of in the correct bins. The bins are labeled and located opposite the refrigerator and freezer. For combustible waste, there is a larger, unlabeled trash bin in the kitchen. If any trash bags become completely full, they must be removed from the bins and tied securely. Place the full bags to the left of the waste bins.
- NOTE: **Windows** without handles must remain closed.
- NOTE: The green, **felt-covered tables** outside the restrooms may not be used or moved.
- NOTE: Please remember that the **door locks automatically** when closed and can then only be opened from the inside without a key. Therefore, always bring the key with you when going outside.