

AFTER REPAIR CAFE CHECKLIST

Well done! And phew! Your Repair Cafe is over and was hopefully a successful and enjoyable event! But there are still a few really important things to do, to thank everyone who helped, and capture the positive impact of your Repair Cafe.

- ☐ **Collect up the paperwork:**
 - Repair Agreements (filled in by visitors for each repair, feedback on the back)
 - Repairer's Recording Sheets (filled in by each repairer)
 - The PAT Recording Sheet.

- ☐ **Thank your repairers!** Share with them some of the feedback from the Repair Agreements. Please share the [link to the Repairers Register](#) with any repairers you have met who are interested in repairing at other Repair Cafes in Cambridgeshire.

- ☐ **Thank all the other volunteers** too - share feedback from the Repair Agreements.

- ☐ **[Log your Repair Cafe data in the Restart Fixometer](#):** doing this will
 - allow you to estimate the emissions savings and waste avoided by your Repair Cafe
 - create infographics to visualise these results
 - help us to gain funding for the Network
 - support the [Open Repair Alliance](#) campaign for the right to repair.

- ☐ **Share your event on social media** - use photos, the Fixometer infographics, and any nice feedback!

- ☐ **Fill in the [Post-Repair Cafe feedback questionnaire](#)**, which will enable you to tell us about:
 - new repairers who have been mentored (see the Repairer's Recording Sheets)
 - Anything missing or run out from the toolkit (see the Repairer's Recording Sheets)
 - Any suggestions you have for how we can improve our support to you

- ☐ **Send us any photos** that you have permission to share so that we can include them in our newsletter and other publicity for the network. (repairnetwork@cambridgecarbonfootprint.org) Let us know if you'd like a particular one of them to be on your event listing next time.

- ☐ If your Repair Cafe raised surplus funds, please consider **making a donation to Cambridge Carbon Footprint** so that we can help others like you and continue in our work supporting thriving zero carbon communities. Our bank details are:
 - Name: Cambridge Carbon Footprint
 - Sort code: 08-92-99
 - Account number: 65216648
 - Reference: [Name of your Repair Cafe]
- ☐ **Keep the paperwork** (for insurance purposes it should be kept for 7 years, physically or as photographs/scans.) We can store paperwork at the CCF offices if required.
- ☐ Make a note of anything you'd do differently next time! When you feel ready for another Repair Cafe please [book a toolkit](#), and check the [Repair Cafe organisers hub](#) for all the latest forms and guidance.

Last updated 14 July 2026