# Please wash up, dry, and put away any crockery and utensils your group have used. Tidy, vacuum/sweep/mop floors and check bins, emptying and replacing bin liners, as necessary.

# MAIN BUILDING

# **CUPBOARDS:** Ensure all store rooms and cupboards are tidy and locked.

# **TOILETS:** Ensure WCs are flushed and all taps are turned off.

# **KITCHEN and KITCHENETTE:** Ensure all taps are turned off. Check all appliances (except fridges and freezer) are switched off at the wall.

# **WINDOWS:** Ensure all windows are fully closed and locked, especially those in the men’s toilets, the lounge, and the crèche/GrowZone room.

# **LIGHTS:** Switch off ALL lights, including stage lighting, and the main entrance canopy light.

# **FIRE-EXIT DOORS:** Check that all 6 of the 'push bar' fire-exit doors in the main hall are properly secure.

# **MAIN DOORS:** Check that the main entrance doors are locked, and the roller door is fully down and in the “Parked” position.

# **LOUNGE DOOR:** Check that the door is dead-locked (using the lower lock).

# **“MIDDLE” DOOR:** Leave the main building through this door, dead-locking it with a “105” key.

# ANNEXE

Check the kitchen and toilets. Switch off the Air-Con system and extraction systems in both main rooms, and lock the main door on exit. (The lights have motion-sensitive controllers and will switch off automatically once the Annexe has been vacated, but you can switch off the main room lights if you wish.)

# GATES

Make sure the pedestrian gate by Brickfields House is locked shut. Padlock shut the main carpark gates with the lower bolt fully inserted into the hole in the tarmac.