



End of Session Checklist

Please Complete the following before you leave

- ✓ Empty the bins from the kitchen into the bins outside
- ✓ Please ensure nappies are placed directly into the wheely bins outside
- ✓ Check that heaters and cookers are turned off
- ✓ Check that all electrical appliances are turned off
- ✓ Close all doors including **internal doors**
- ✓ Close all windows
- ✓ Set the heating thermostats to 10⁰c
- ✓ Set the fridge to setting 1
- ✓ Search for any signs of fire
- ✓ Turn all the lights off
- ✓ Report any Damage to apperleyvillagehall@gmail.com
- ✓ Lock Door and post the key in the box