

Hall Closing Checklist

Area:

Toilets

- Toilet window locked

Kitchen

- Two fridges shut
- Kitchen window locked
- Back kitchen door locked

Main Hall

- Chairs and tables put back for next session
- Windows above double doors locked
- Windows above fire exit closed (handle facing 9 o'clock)
- Double doors locked (make sure top catch is up and bottom catch is down to secure the right door before locking otherwise it will still open even if locked)
- Fire exit doors shut (automatically lock)

Foyer

- Both tables with four chairs around each.
- Back cafe door locked (will not be necessary once cafe is open)

Main entrance

- Main door locked (make sure top catch is up and bottom catch is down to secure the right door before locking otherwise it will still open even if locked)

Outside

- Key in keysafe (make sure to scramble code after keysafe is shut)