

Fillongley Village Hall Procedures

END OF SESSION CHECK LIST

BEFORE YOU LEAVE

- 1 Search for smouldering fires and clear waste paper.
- 2 Check that heaters and cookers are turned off.
- 3 Check that all electrical appliances are turned off and unplugged.
- 4 Turn out all lights not required for security purposes.
- 5 Close and lock all internal doors.
- 6 Secure all outside doors and windows.
- 7 All Hall equipment used must be returned to its proper storage space (plan attached)
- 8 Please leave the Hall as you would expect to find it.

REMEMBER TO REPLACE THE FRONT DOOR KEY INTO THE KEY SAFE