

Shimpling Village Hall

Hirer's locking up checklist

Before leaving the hall, please ensure you: -

Check all electrical appliances are switched off and if possible unplugged: -

- Cooker in kitchen, microwave in the store.
- Water boiler and kettles
- **LEAVE THE FRIDGE/FREEZER ON**
- A.V system - including making sure the screen is up, and any connectors, controls and DVD player are stored in the cabinet and the cabinet locked. (See instructions on the wall by the cabinet)

Ensure that all exit/fire doors are closed: -

- Kitchen doors
- Fire door in the storeroom
- Fire doors in main hall
- Lobby doors
- Front Entrance Doors

Ensure that all other lights are turned off and taps turned off: -

- Kitchen lights – ensure taps and lights are turned off in kitchen
- All toilet lights – ladies, gents' toilets, ensuring taps are turned off.
- Main hall lights
- Lobby Lights
- The hall access road lights must also be turned off in the lobby by the last person at the hall, and are adjacent to the fire alarm control panel

The emergency and external hall lights are controlled automatically.

Finally - lock the main front door and put the key in the mailbox.