

Locking-up Procedure Check List

The Main Hall

Unless agreed otherwise with the Bookings Officer, the last person must leave via the external kitchen door, having first made sure that –

1. Doors & Windows

- All external doors have been locked –
 - The main door on the west (main road) side must be locked with the large key.
 - The double fire exit door on the north side must be left in the closed position.
 - The fire exit door on the east side at the end of the passageway near the women's WC must be left in the closed position.
 - The catch on the external kitchen door must be put in the locked position.
- All internal doors have been closed.
- All windows have been closed.

2. Electrical and appliances

- All lights have been turned off.
- All kitchen appliances (other than the refrigerator) have been turned off.
- The refrigerator is empty

3. Heating

- The three radiator fans in the hall and the one in the kitchen have been left in the on position (III on the dial).
- All the radiator controls have been left in the open position (calling for heat).
- The heating thermostats on the wall near the kitchen have been left so that –
 - the left-hand room temperature thermostat registers 22 degrees.
 - the right-hand frost protection thermostat registers 5 degrees.

4. Tidiness & Rubbish

- The Main Hall has been left clean and tidy with all contents returned to their proper places.
- All rubbish has been removed or arrangements made for removal.

The Nugent Room

A similar locking-up procedure applies to The Nugent Room, subject to the following –

Unless agreed otherwise with the Bookings Officer, the last person must leave via either the door at the west (main road) side or the door at the east (car park) side.

1. Doors & Windows

- All external doors have been locked –
 - The door on the west (main road) side of the hall must be pulled firmly shut ensuring that the yale lock is engaged.
 - The door on the east (car park) side must be firmly closed ensuring that the lock is engaged.
- All internal doors have been closed. If both the Main hall and the Nugent Room have been hired the doors onto the stage from the Nugent Room should be closed shut using the locking handles
- All windows have been closed.