

## **Departure check list:**

### **Kitchen:**

- Check that all switches are off except the water heater switch.
- Light switch is in the meeting room.
- Check that rubbish has been emptied into wheelie bin and recycling bins and that new liners are in kitchen bins.

### **Main Hall:**

- Switch off heaters at the wall (except in winter months when 1 heater may be left on – this will be clearly marked).
- Check that the emergency exit and terrace door are locked.
- Turn off lights.

### **Meeting Room:**

- Switch off heaters at the wall (except in winter months when 1 heater may be left on – this will be clearly marked).
- Turn off light.

### **Back Hall:**

- Check that emergency exit door is closed and light is off.

### **Foyer:**

- Leave lavatory doors slightly ajar.
- Turn off lobby light AND car park light.