

General safety measures

Please spend five minutes at the end of your meeting checking the building before setting the alarm and locking up.

1. The outside lights. You do not normally need to touch the light switch (the one nearest the front door) as the automatic timer turns them on and off at pre-set times. If you would like the timer adjusted, please let me know. The lights will not operate during daylight.
2. Windows. Please make sure that all windows are closed.
3. Doors. Please close all internal doors, to reduce the risk of any fire spreading.
4. Interior lights. Check that all lights, especially in the toilets, have been turned off.
5. Toilets and showers. Please check that they have been left clean, and that the power is switched off.
6. Kitchen. Please leave it locked and the key in the key cabinet. Check carefully that all the gas taps are in the off position.
7. Please make sure that the fire doors are properly secured. The one in the main hall sticks a bit, and the bolt needs to be firmly pressed home.
8. Please leave the flag in the hall ready for breaking by the next group.
9. Cleaning. Please clean especially the hall floor and the kitchen worktops and hobs, if you have used them.
10. Rubbish. If the dustbin is full up, please do not attempt to cram more rubbish in, as this just makes it harder to deal with in the end, and may create unpleasant smells. Remove the liner and replace with a new one.
11. The furniture store. Please leave it in a safe and tidy state, and avoid blocking access to the cupboards.