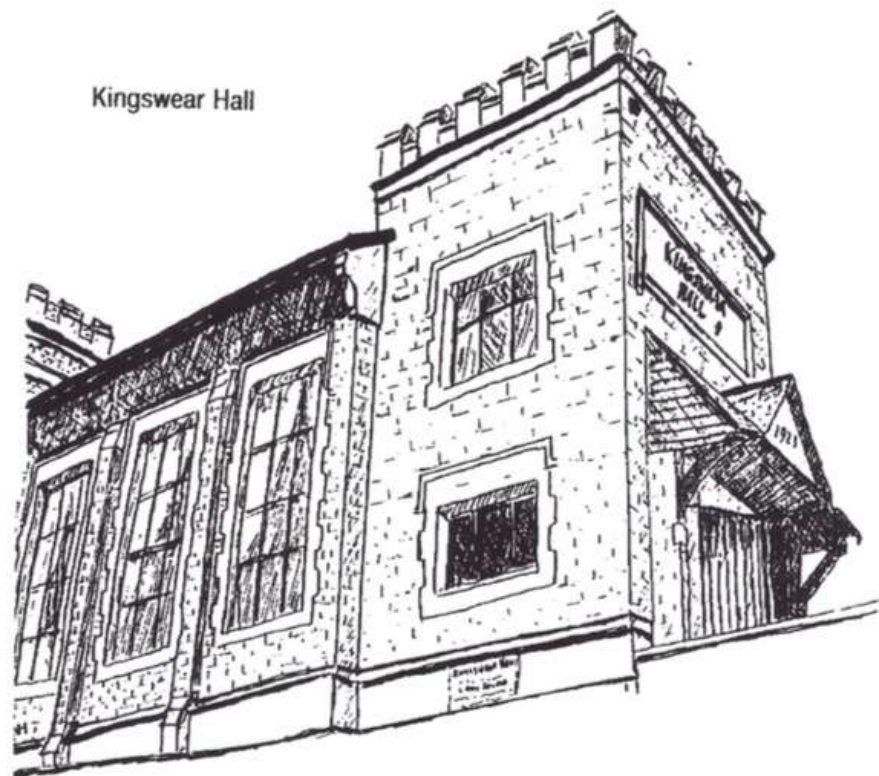


# KINGSWEAR VILLAGE HALL

Registered Charity Number

203485

## CHECKLIST FOR LEAVING HALL



Prepared by: Hilary Bussell

Date: 16/01/2017

## Checklist for leaving Kingswear Village Hall

<b>Fire Exit Doors</b> – <i>make sure secure from exterior access</i>	Main Hall
	Stage
	Stage Passage
<b>Kitchen door</b>	Locked
<b>Windows</b> – <i>Closed and locked</i>	Main Hall
	Lower Hall
	Kitchen
	Others
<b>Lights</b> – <i>all off (excluding emergency lighting)</i>	Main Hall
	Stage
	Lower Hall
	Kitchen
	Toilets – Front Toilets – off Hall
	Electrical cupboard
	Exterior
<b>Water taps</b> – <i>all turned off</i>	Kitchen
	Toilets – Front Toilets – off Hall
<b>Bins</b> – <i>emptied with no food/drink left overnight</i>	
<b>All switches in off position</b>	Kitchen
<b>Main entrance - doors locked and checked</b>	

**Keep Tidy, sweep floors, leave as found.**

**Thank you**