Wraxall Village Club entry and locking up procedure NSP014

On Entry
- **First people to enter through the bar door, secure the inside lock**
- **Open bar shutter, check if heating is required**
- **Switch on internal lights**
- **Remove wooden plinth around skittle alley (Trip Hazard)**

1   **'Pigeon Shed'**   Checked By
- Ensure all electrical items are unplugged
- Turn off lights
- Lock the shed door and return the padlock key to the storage place but **DON'T** shut the drawer.

2   **Workshop**
- Check all electrical items are unplugged
- Leave the wall socket for outside Club, 'CLOSED'.
- Turn off all lights
- Lock door using Silver key
- Close outside (FIRE) door and ensure it is locked

3   **Club main area**
- Return wooden plinth around skittle alley
- Check all windows are closed.
- Check toilets. Ensure lights and water heater are switched off.
- Check main doors are locked, up and down bolts engaged
- Vacuum floor area and ensure *tables are clean.*
- Check all electrical appliances are disconnected and sockets switched off.
- Turn off all lights.
- *Leave all furniture as originally found*

4   **Snooker, TV, and *Community Living Space (ie Small Bar*)**
- Check all windows are closed.
- Check side door – ensure chair back is wedged behind locking bar
- Ensure Wi-Fi is **LEFT ON**
- Clear and store *Community Living Space* items as necessary.
- Vacuum floor area

5   **Bar area**
- Turn off 4 light switches behind bar (for snooker area)
- Ensure kettle is disconnected and socket switched off at wall
- Leave door of DishWasher open
- Close bar shutters and lock (slide bolts, two at each end)
- Turn off bar light

6   **Behind bar**
- ALARM NOT CURRENTLY IN USE
- Turn off light
- Lock exit door (Brass key)
- Lock padlock
- Replace key in Key Safe adjacent to door, scramble cylinders.

7 Sheet to be signed off /dated by the 2 (min.) people who have closed-up the Hall, photo and file.

1……………………………………………   Date…………………………………
2……………………………………………