



Locking Up Procedure

1. Check all doors and emergency doors are closed and **locked**.
2. Ensure that all lights throughout the building are turned off including store room lights.
3. Ensure that each room is cleared from the use of the day.
4. Turn off heating for both boilers.
5. Turn off coffee machine in Crib
6. Turn off the car park outside light.
7. Switch off camera monitor in reception area.
8. Set alarm
9. Lock front door.

Each item on this list must be actioned.

The building security will be compromised if this procedure is not carried out.

Thank you

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Centre Manager