

St Barnabas Centre Checklist for Closing of Building

Please check the following before closing and exiting the building

- . Check all windows in the Main Hall, Meeting Rooms and Kitchen are closed.
 - . Check all blinds on the windows are pulled down.
 - . Check that the office and secure room are locked.
 - . Check that all Fire Exits are closed.
- . Put all rubbish in the bins which are sited at the rear of the building.
 - . Recycle items where possible
- . Check all lights are out in the Main Hall, Meeting Rooms, Kitchen and Bar.
- . Check all necessary electrical appliances are turned off after each use.
 - . Check that the water boiler in the Bar is switched off.
 - . Check toilets for rubbish and cleanliness.
 - . Lock entrance door and check that the alarm is set.

If there is a problem with the security alarm you can contact either:

Simon Bibby: Tel 07988 665433

Amanda Large: 07813 361133

In the case of a Fire, follow the Fire Exit Procedure, which is located just inside the main doors near the fire board and contact the Emergency Services.