

Checklist for leaving Hall

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Fire Exit Doors - make sure secure from exterior access		Main Hall
		Stage
		Stage Passage
Exterior Kitchen door		Locked
Windows - Closed and locked		Main Hall
		PC Room
		Green Room
		Kitchen
		Others
Lights - all off (use timer for exterior ones)		Main Hall
		Stage
		PC Room
		Green Room
		Kitchen
		Toilets - Front
		Toilets - off Hall
		Electrical cupboard
Water taps - all turned off		Kitchen
		Bar Room
		Toilets - Front
		Toilets - off Hall
Fridges - all left empty and thermostats turned to 3 or 4		Kitchen and Bar Room
Radiators - all turned to 1 (not Foyer)		Main Hall
		PC Room
		Green Room
		Others
PA Equipment returned to Bar Room cupboard		
Cellar access - hatch locked and padlocked		
Stage Lighting Control Cupboard - locked		
Bins - emptied with no food or drink left overnight		
Door from Foyer to Hall - lefthand one left open to circulate heat from discharge radiator in Foyer		
Main entrance - doors locked and checked		