CHECKLIST WHEN LEAVING

Newtownbreda Presbyterian Church

Written by Sott Guiler
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1) Check that the facilities, including stores, are left in a clean, tidy and safe condition.
   Return all equipment and furniture to its normal place of storage. It is up to the organisations to arrange for setting out and tidying away of tables/chairs etc.
   Dispose of your waste in accordance with the ECO Policy. All rubbish, including food waste should be put in the correct bins to ensure that the church complies with its Eco Policy.
   Check the toilets you have used are in decently clean condition and ensure all taps are turned off.
   Use provided cleaning equipment where necessary.
2) Check that the building is clear of people. (Toilets are an important place to check.)
   If other groups or individuals are still in the building, where appropriate, communicate with them that you are leaving.
3) Check that all lights are turned off, even if you did not turn them on.
4) Check that all window curtains and blinds are open.
5) Check that all internal doors are closed, especially fire doors, even if you did not open them.
6) Check that external doors and windows are closed and secured, even if you did not open them.