



Locking Up Procedure for The Victory Hall

Main Hall

Ensure that all the curtains are open

Ensure all the high-level windows are closed.
Turn the key to the closed position.

Ensure all the windows are closed.

Ensure that the fire escape is closed and that the seals are intact. (£5 replacement fee)

Ensure all doors to the stage are closed

Ensure that the doors at either side of the stage are locked and the keys are in their respective key safe.

Close the stage curtains

Switch off all lights on the stage

Ensure that the chairs and tables are returned to the positions as shown in the picture by the hall main entrance.

Switch all lights off

Lock the door upon exiting the hall and return the key to the key safe and randomise the lock numbers.

Hook Room

Ensure that the curtains are open

Close all windows

Ensure that the door to the kitchen is closed.

Ensure that the fire escape is closed and that the seals are intact. (£5 replacement fee)

Ensure that the tables and chairs are returned to the position shown in the picture by the main entrance to the Hook Room

Turn off all light switches

Lock the door and return the key to the key safe and randomise the lock numbers.

Bartholomew Room

Open the curtains

Ensure that all the high-level windows are closed.

Ensure that the large window is closed.

Ensure that the fire escape is closed and that the seals (if any) are intact. (£5 replacement fee)

If the kitchen has been used then ensure that all rubbish is removed to the bins situated at the far corner of the car park

Ensure that the kitchen is left clean and tidy

Unplug the water heater. Leave the fridge switched on.

Turn all lights off

Main Kitchen

If the main kitchen has been used then ensure that all rubbish is removed to the bins situated at the far corner of the car park.

Ensure that the windows are closed

Ensure that all light switches are off and that the dishwasher is empty of water and is turned off at the main switch.

Switch off the water heater at the wall switch.

Ensure that the gas is turned off by the main handle situated on the wall

Ensure that the kitchen and equipment is left clean and tidy

Newbury Room

Ensure that the windows are closed.

Ensure that the curtains are open.

Ensure that the tables and chairs are returned to the position shown in the picture by the main entrance to the Newbury Room

Ensure that the thermostat situated on the wall to the west of the room is turned to 12 degrees Celsius

Turn off all lights

Ensure that both doors are locked, that the door keys are in the key safe and that the lock numbers are randomised.

Ensure that the lights are switched off in the toilets, disabled and gents and that the lights in the hallway are switched off.

Leave the building via the rear entrance door

Ensure that the rear entrance door is closed and locked.

FINAL EXIT

If you are last to leave the building then please ensure the additional process:

All toilet lights are switched off (front and back of building)

The light to the Main Entrance is switched off (switch near final exit door)

The lights to the lobby are switched off (switch outside managers office)

Ensure that all windows are closed and that all doors are locked

Note that all emergency lights will remain on.