

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 main windows are closed.

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

Ensure all doors on the stage are closed

Switch off all lights on the stage

Close the stage curtains

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 Main Entrance door upon exiting the hall

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

Bartholomew Room

Ensure that the curtains are open

Ensure that all the high-level windows are closed

Ensure that the large window is closed

Ensure that the fire escape is closed

Ensure that the tables and chairs are returned to the position shown in the picture

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

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 all 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 interlock system and extractor fan switches are turned off

Ensure that the kitchen is left clean and tidy

Newbury Room

Ensure that the curtains are open

Ensure that the windows are closed

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 celcius

Turn off all lights

Ensure that the lights are switched off in the toilets, disabled and gents and that the lights in the hallway are switched off. The emergency lights will remain on.

Leave the building via the rear entrance door

Ensure that the rear entrance door is locked from the outside

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

The lights to the toilets situated in the lobby area are switched off

The lights in the lobby area are switched off (switches by managers office/post box)

Ensure that both the main entrance and side entrance doors are locked on leaving the building.