

Fun 4U Club

30.1 Locking up Procedure

To ensure that the Fun 4U Club is completely vacated and all the appropriate checks have been carried out the management team have devised a checklist. This should be carried out at the end of each evening, the member of staff responsible should initial the accompanying sheet to state that they have carried the necessary duties.

Procedure

Fun 4U Club Locking up procedures to be carried out.

Out side play areas
All play equipment cleared in / all resources cleared in / all rubbish collected
Main play room
All plugs removed / lights off / windows closed / all resources tidied up and lockable units locked / fire exit door closed / room vacated
Store / office
All plugs removed / lights off / all files locked in unit and keys secured in key box / room vacated
Kitchen
Taps off / water heater off / all lockable doors locked and keys secured in key box / All plugs removed expect fridge / window closed / area vacated
Girls toilet
Window closed / lights off / taps off / area vacated
Boys toilet
Window closed / lights off / taps off / area vacated
Staff / disabled toilet
Window closed / lights off / taps off / area vacated
Front Hall
Lights off / area vacated
All internal doors closed
Please sign locking up sheet that all procedures have been followed
When locking up procedures completed and facility door lock, text confirming to Stephen Martin
"Facility and gate locked"
(If not the last person off school premises)
"Facility locked gate unlocked"

Reviewed on:

Date:	Signed:
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