



St Marys Knaresborough



USE OF ST MARY'S OLD SCHOOL HALL:
CHECKLIST FOR ENSURING THE SECURITY OF THE PREMISES
AND READY FOR USE BY OTHERS

At the end of each session please check the following:

Main Entrance:

- Lights off in disabled toilet and mini kitchen
 - Entrance hall light switched off
 - Front door locked and bolts secure
- Note:** external lights are operated by automatic time switch

Main Hall:

- Toilet taps turned off and windows closed
- Lights off in the toilets and lobby
- Rear external doors to lobby and kitchen locked
- Furniture all stacked and put away
- All windows closed and secure
- Floor area left clean and tidy
- Fire door securely closed
- **Thermostat turned down to 10 or below**
- All lights switched off

Kitchen:

- Gas hobs, extractor hood and ovens turned off
 - Sink and basin taps turned off
 - All areas left clean and tidy including ovens
 - If food has been put into the black bin bag, please take away and dispose
 - Switch off light
- Note:** water heater left on

Meeting Room:

- Room left tidy
- Windows closed
- Lights off
- Door locked

NOTE:

Link way doors to church: The link way **corridor is alarmed** and the doors should not be used except in an emergency or when in conjunction with church activity.

HEALTH AND SAFETY:

The mains GAS tap is in the kitchen, to the left of the sinks, under the work surface. There is a diagram next to the tap showing how to turn it off in case of emergencies.

The ELECTRIC fuse box and switches are in the tall wall cupboard at the end of the hall, through the store on the right.