

## WHEN LEAVING THE GAF CENTRE.....

MAIN HALL	Close and bolt double doors	
	Turn off 4 overhead heaters	2 switches are at eye level on each of the pillars on each side of the hall
	Turn down heaters on either side of stage	to.....1 (in Winter) or Off (in Summer)
	Turn heaters on back wall	to.....1 (in Winter) or Off (in Summer)
	Turn off lights in curtained area	Through curtains and on your left
	Turn off all Main Hall lights	Light-switch box on back wall. Main Hall light is top left switch
OFFICE	Lights off and lock	
WET ROOM	Turn off water heater	Central cupboard under sink. Switch is on the front of the heater <u>To turn off</u> Turn off turn dial to 'off/min' (12.00) Do <b>not</b> switch off at plug socket.
	Turn heater on wall to	To.....1 (in Winter) or Off (in Summer)
	Check Accident Book is in place	In First Aid Box on wall
KITCHEN	Unplug kettles and water boiler	
	Check fridge is left on	
	Close kitchen door	
LOBBY	Put key in door to courtyard.	
	Turn off lights in back porch	Light-switch Box on wall – make sure all switches are up
	Go out and lock door	
OUTSIDE	Put key in outside door	
	Turn off exterior lights	On wall, left of outside door
	Go out and lock outside door	

12/10/2019