



End of Day & Locking Up Procedure Policy

All Individual Play Areas are responsible for ensuring that their area is prepared for the end of the day. All areas must be checked for any possible sources of ignition.

Play areas please ensure:

- All chairs to be placed on tables - to enable cleaning contractors to sweep and wash floors
- Any soft furnishings, cushions etc. are off the floor to enable cleaning contractors to vacuum or wash floor.
- All windows and interior/exterior doors are closed and locked where applicable.
- All curtains wherever possible are closed.
- All electrical items are turned off.
- Bumblebee electric roller shutter has been lowered.

Centre General & Managers Office ensure:

- All PC's are shut down.
- All windows are closed.
- Office doors locked on leaving

Reception / Hive Area ensure:

- Old signing in sheet filed and replaced with new
- End of day banking for card machine / email information to finance
- Photocopier is shut down
- Archive Room is locked
- PC's are shut down
- Reception media monitor turned off
- During celebration periods when power lit trees are in use, music systems etc., ensure these are all turned off

Millipedes Team:

- Tumble Dryer's turned off in upper drying are located in Millipedes/Zone



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Domestic Team:

- Washing machines turned off in Laundry

Kitchen Team:

- Specific tasks related to using kitchen equipment staff to follow set procedure at beginning and end of day.

Churchill's Cleaning Team

Person responsible for locking up and setting alarm, generally this will be the cleaning contractor:

- Turn off reception area lights
- Hot air blower in entrance way turned off
- Entrance way lights turned off
- Activate alarm system
- Exit the building
- Lock Main door with both locks top and bottom

Person responsible for opening the building

- Deactivate alarm system
- Turn on entrance way and reception area lights

This Policy was adopted on	13 th July 2017
Signed on behalf of the Centre	Herjinder Sambhi
Date for review	13 th July 2018