

**Check Out Checklist**

for the last person out of Westwood's building, here is the checklist – room by room.

If the building was opened to the public, please check the building completely.

**This is a security check and is optimally done by two people.**

 **Upstairs** Front Door (north)

- door is closed and locked (crash bar closed)
- lights are Off – 1- front hall – 2 - front staircase up

 Back Door (south-west)

- door is closed and locked (crash bar closed)

 lights are off – hallway and – back stairway Office

- inside office door (to photocopier etc) is closed & locked
- door from the office to the sanctuary stage is closed & locked

 office door to the hallway is closed & locked Sanctuary:

- check stage to make sure all equipment & supplies are put away
- check light on the stage is turned Off
- check side (east) door is Locked
- check the outdoor light switch by the east door is Off
- check that all windows are closed
- Thermostat turned down to 16C

 **Downstairs** Kitchen

- Stove burners off    oven off    coffee maker off    urns off
- Audio speaker in kitchen off
- Cabinet under sink has child proof lock
- ? no food or drink left on the counter
- light over the counter out
- Main room lights off

 Furnace Room

- Empty
- light is Off
- door is closed & locked

 Bathrooms ( 2 bathrooms)

- Empty
- check that No water running – sinks & toilets
- lights are Off

 Storage room

- Empty
- light off
- door closed & locked

 Den / Nursery

- Empty
- sound speaker turned Off
- doors (2 sets)  closed & locked

 Legacy Classroom

- Empty
- lights Off
- doors (2)  closed & locked     dutch door secured

 Main Multipurpose Room

- Thermostat turned down to 16C
- Main room lights off

Please note – this is a DRAFT! Check for any omissions. Format / layout are not complete.

**Etc...**

**If you find personal items >> Lost & Found + notify via email if possible?**

Committee chairs are responsible at committee meetings to see this is done.

Sundays – this is the job of the Sign and Sanctuary volunteer

? a place to initial / sign

? a binder to keep these logs

+ reporting a problem / irregularity / incident ...