

JINGI WAHLA ROOMS

Ballina Surf Club
Lighthouse Parade, East Ballina NSW 2478

Departure Checklist

Please help keep our building safe and secure by completing the following checklist and signing off. This form should be returned to the Ballina Shire Council Administration Office along with your key.

Task	Complete ✓
INSIDE FUNCTION ROOMS	
Put all equipment and furniture neatly back in store room	
<ul style="list-style-type: none"> Return furniture and equipment to the same area of storeroom that you collected it from Stack chairs in towers of 10 chairs only Wipe down all the tables before packing away 	
Turn off air conditioning and all lights	
Close all windows securely and close and lock glass doors	
Turn off all AV/ TV equipment	
Ensure room is left clean and tidy	
Close Function Room doors onto foyer	
INSIDE FOYER	
Close all windows securely	
RUBBISH	
Ensure all rubbish is placed into the bins provided	
For large events – additional rubbish to be placed into wheelie bins provided. If all bins are full, please place bagged rubbish beside wheelie bins on hard floors only. Do not place bagged rubbish on carpeted areas	
EXITING THE BUILDING	
Ensure Function Room doors have been closed	
Close and lock main entrance door to building (ensure this is done as Café staff may have left for the day, the building needs to be secure)	
Sign and return form with keys to Ballina Shire Council Customer Service desk.	

There is space on the back of this checklist if you wish to leave more detailed comments.

I confirm that I have completed the above security checklist and have left the building secure.

Name _____ Signature _____

Organisation _____ Date _____

AFTER HOURS EMERGENCY CONTACTS

