

## 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 Indoor Sports Centre along with your electronic access tag (FOB).

Task	Complete ✓
<b>INSIDE FUNCTION ROOMS</b>	
Put all equipment and furniture neatly back in store room	
<ul style="list-style-type: none"> <li>Return furniture and equipment to the same area of storeroom that you collected it from</li> </ul>	
<ul style="list-style-type: none"> <li>Stack chairs in towers of 10 chairs only</li> </ul>	
<ul style="list-style-type: none"> <li>Wipe down all the tables before packing away</li> </ul>	
Turn off air conditioning and all lights	
Close all windows securely and close and lock the glass doors	
Turn off all AV/TV equipment	
Ensure room is left clean and tidy	
Close Function Room doors into foyer	
<b>INSIDE FOYER</b>	
Close all windows	
<b>RUBBISH</b>	
Ensure all rubbish is placed into the bins provided	
For large events – additional rubbish to be placed into the 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	
<b>EXITING THE BUILDING</b>	
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 Indoor Sports Centre Office	

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

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

Name \_\_\_\_\_ Signature \_\_\_\_\_

Organisation \_\_\_\_\_ Date \_\_\_\_\_

#### AFTER HOURS EMERGENCY CONTACTS

Ballina Shire Council Emergency After Hours Ph: 02 6626 6954 | Global Monitoring After Hours Security Service Ph: 02 6626 6960 Ballina Police Ph: 02 6681 8699 | Emergency Services Police, Fire or Ambulance Ph: 000

