

KENTWELL COMMUNITY CENTRE

20 Bangalow Road, Ballina NSW 2478
Contact 02 6687 6291

Departure Checklist

Please help keep our building safe and secure by completing the following checklist and signing off. This form should be returned with the key to Ballina Shire Council on the same day as room hire. If returning key after hours, please slide the completed checklist and keys under the door of the Council Administration building at 40 Cherry Street.

Task	Complete ✓
ENTERING THE BUILDING	
Swipe your electronic fob on panel to left of double glass doors to disarm your room and foyer.	
Use your clearly labelled key to access your room.	
INSIDE MEETING ROOMS	
Put all equipment neatly back in store room.	
Turn off air conditioning.	
Close windows securely.	
Close glass doors and push down three floor bolts in Meeting Room 1.	
Move lever on handle of glass door to horizontal position and PULL FIRMLY to close. Push against it to ensure it is locked!	
Close both Meeting Room doors onto foyer.	
INSIDE FOYER / KITCHENETTE	
Check back foyer glass door lever is in vertical position and PULL FIRMLY to close.	
Ensure kitchen is neat and tidy and crockery and utensils stored.	
INSIDE INTERVIEW ROOMS	
Close windows securely.	
Ensure kitchen is neat and tidy in Interview Room 2.	
Pull Interview Room 1 door FIRMLY closed and push against it to ensure it is locked.	
EXITING THE BUILDING	
IF YOU ARE THE LAST PEOPLE TO EXIT THE BUILDING ONLY - Hold down white button WHILST swiping your electronic fob. This will arm the building security system.	
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.

Booking Name _____ Date Hired _____

Name _____ Signature _____ Date _____

COMMUNITY SPACES

