

Lennox Head Community Centre

1 Mackney Lane, Lennox Head NSW 2478

Departure Checklist

Please help keep our building safe and secure by completing the following checklist and signing off. This form should be placed in the Library book return chute along with your key.

Task	Complete ✓
SPORTS HALL / AUDITORIUM	
Check all emergency doors are completely closed, this will lock them from the outside	
Put all equipment neatly back in store rooms (chairs, tables, etc.)	
Clean floor and bag all rubbish	
Window louvers are closed and in lock position (use pole near tiered seating) and all lights switched off	
Ensure the building is completely locked if you are the only hirer onsite	

MEETING ROOMS	
Put all equipment neatly back in store room	
Close louver windows (ensure clicked locked)	
Wash dishes and store in cupboards and wipe benches	
Bag all rubbish ready for collection	
All lights are switched off	

FOYER	
Check emergency doors are completely closed (next to front door and near bathrooms) and auto doors are in the lock position. Secure the building.	
All lights are switched off (switches near office)	

KIOSK	
Wash and dry all dishes and clean benches and fridge	
Sweep and mop floors and bag all rubbish and remove to external bins	
Turn dishwasher off , return all items to shelves	

CHILDREN'S AREA/ HEALTH CARE OFFICE

Stack all play equipment neatly in main room

Lock both sliding doors and close louver windows (ensure clicked locked)

Wash dishes and store in cupboards & wipe benches

Bag all rubbish, ready for pick up

All lights are switched off

Use key to arm alarm and lock main door

EXITING THE BUILDING

Press green button for sliding doors to open

Sign and return this form to the front desk during regular office hours. If outside of hours place this form & Fob/Key in Library book return chute.

Please use the space below 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 _____ Date _____

Comments
