

NORTHLAKES HALL

1 Malloway Place
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.

Access	
ENTERING THE BUILDING	
Enter through the main door on the western side of the building	

Task	Complete ✓
INSIDE FUNCTION ROOMS	
Wipe down all the tables before packing away	
Put all equipment and furniture neatly back in store room	
<ul style="list-style-type: none">Stack chairs in towers of 8 chairs only	
Turn off air conditioning and all lights	
Close all windows securely and close and lock glass doors	
Turn off all AV equipment	
Ensure room is left clean and tidy	
Close all windows securely	
Close doors onto courtyard	

RUBBISH	
Ensure all rubbish is placed into the bins provided	
Please do not leave rubbish on the carpet	

EXITING THE BUILDING	
Ensure door have been closed and locked	
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 _____

CONTACTS

Community Facilities: 02 6687 6791 | Global Monitoring After Hours Security Service Ph: 02 6626 6960
Ballina Police Ph: 02 6681 8699 | Emergency Services Police, Fire or Ambulance Ph: 000

