

THE RICHMOND ROOM

Regatta Avenue, 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 Visitor Information Centre (or if after hours, place in silver mailbox to the right of the entry door at the Visitor Information Centre).

Task	Complete ✓
ENTERING THE BUILDING	
Unlock the foyer door and enter the foyer. Face your immediate left. You will see access to toilet facilities, a fire hose cupboard and another tall cupboard located on your, now, right hand side. Unlock and open the tall cupboard and look inside. On the right hand internal wall you will see a small alarm panel. Insert your security key into the alarm panel and turn the key to the 'OFF' position. This will disarm the security alarm.	
Use your clearly labelled key to access the room, kitchen and storage room.	
INSIDE RICHMOND ROOM	
Put all equipment and furniture neatly back in store room	
<ul style="list-style-type: none"> Wipe down all the tables before packing away Return furniture and equipment to the same area of cupboard that you took it from Stack chairs in towers of 10 chairs only 	
Turn off air conditioning and all lights	
Close all windows securely	
Ensure room is left clean and tidy	
Close room doors onto foyer	
INSIDE KITCHEN	
Ensure Kitchen is left clean and tidy including fridge and any other appliances and equipment used.	
EXITING THE BUILDING	
Place the security key into the alarm panel again and turn the key to the 'ON' position. Remove the key from the alarm panel and close the cupboard door. Exit the foyer door and lock it with your key immediately.	
Sign and return this form and key to the Visitor Information Centre (or if after hours, place in the silver mailbox to the right of the entry door at the Visitor Information Centre).	

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

