

## SHUTTING DOWN THE CLUBHOUSE

1. ENSURE BOTH WALL HEATERS ARE TURNED OFF
2. ENSURE RED PATH LIGHTS OFF (switch on wall at rear of pool room)
3. MAKE SURE POOL ROOM FIRE EXIT DOOR IS SHUT
4. MAKE SURE POOL ROOM LIGHT IS OFF
5. ENSURE ALL KEYS ARE IN KEY SAFE
  - a. 1 HERSCHEL
  - b. 2 GENESIS
  - c. 3 DRAPER
  - d. 4 RUN OFF
  - e. 5 WORKSHOP
  - f. 6 CABIN
  - g. 7 STORAGE SHED
  - h. 17 SECURE STORE IN POOL ROOM
  - i. 23 AIRFIELD KEY
6. LOCK THE KEY SAFE
7. ENSURE LIGHT FOR POST IS TURNED OFF (socket on wall to right of kitchen table)
8. ENSURE THE BOILER IS TURNED OFF (press and hold power button)
9. ENSURE THE TOILET:-
  - a. IS EMPTY!
  - b. TAPS ARE OFF
  - c. HOT WATER HEATER IS OFF
  - d. LIGHT IS OFF
10. MAKE SURE KITCHEN LIGHT IS OFF
11. MAKE SURE CLUBHOUSE FIRE EXIT DOOR IS SHUT
12. MAKE SURE YOU SIGN OUT OF THE LOG BOOK
13. TURN OFF ALL LIGHTS IN CLUBHOUSE
14. EXIT CLOSING/LOCKING MAIN DOOR
15. EXIT FROM SITE AND LOCK GATE