



Shut Down Procedure

Please ensure the centre is properly shut down and locked up after use. This includes the following steps:

Make sure all mugs, cups, utensils, etc. are properly washed up, dried up and put away.

Replace any empty toilet rolls (kept under the sink).

Ensure the toilets are left clean and tidy using the provided toilet brushes.

Check that all of the radiators are switched off at the wall.

Ensure all windows are closed and metal shutters secured.

Lock the front door with keys (key will turn twice when properly locked).

Lock the back door internally only.

Check that the outdoor lighting is switched off.

Return all keys to the lockbox and scramble the code.

Close the metal gate. Apply the padlock with the chain to secure, and scramble the code. Repeat with the pedestrian gate, securing the padlock to the outside-facing side.

Report any used-up supplies, incidents, or damages via email to comms.officer@whiteleytowncouncil.co.uk

Failure to comply with these steps may result in the termination of your future bookings, and your requests to use the centre refused.