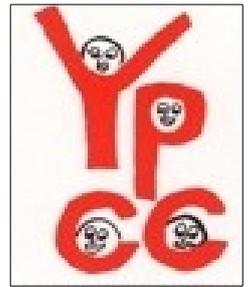


YOUNG PEOPLE'S COMMUNITY CENTRE RODE HEATH

Registered Charity Number 1125908



YPCC OPENING & LOCKING UP

On entering the building:

Immediately after opening the main door, pull out the red main power button to put the power on. The porch lights will come on enabling you to see the alarm panel

Cancel the alarm by entering the 4 digit code _____. The alarm is now switched off.

Switch on the main hall lights (if required), and the outside lights if it is dark

Check the interior of the building for doors or windows left open, forced entry, damage to building, taps left running, kitchen tidiness etc. Office and upstairs access door at the foot of the stairs should be locked.

If any discrepancies are found, enter into the log book. If serious, please report to one of the Trustees as soon as possible.

Before leaving the building:

Check the main hall:

- windows are locked and blinds lowered
- heaters are switched on with the red light showing
- the fire doors are shut tight
- the thermostat is set to 20.

Check the toilets:

- toilets are not damaged, and taps are off
- all doors are closed
- (there are no light switches, lights go off with main red button)

Check that kitchen is clean and tidy, with shutters down lights switched off and doors closed.

Check the coffee area:

- art room:- light off, door closed
- push against the fire doors to make sure they are shut tight
- door to office is locked
- windows locked, blinds lowered
- switch the lights off.

If any damages have occurred, enter into the log book. If serious, please report to one of the Trustees as soon as possible.

From the entrance hall:

- switch off main hall lights
- if stair door has been opened, check upstairs lights are off
- check stair door is locked
- check outside lights are switched off
- set the alarm by entering the 4 digit code and press the button FULL on the alarm panel
- press the red main power button fully in and leave the building immediately
- lock the front door with both locks
- (alarm will continue to beep for about 30 seconds, then go silent).