



# Locking-up check list

Please follow this check list and help us to maintain an attractive, safe, and welcoming place for all who use our beautiful building. Thank you.

- ✓ **Tidy room(s)** used:
  - Hall and small meeting rooms:**
    - **stack chairs** (maximum 3 chairs high) & **place against the walls**
    - **folding tables** — return to under the ramp in the Hall (unless the Hall is in use, in which case fold the table(s) and leave stacked against a wall in the room you've been using)
  - Kitchen:**
    - **wash up and put away** all crockery/cutlery used
    - **switch off water heater or empty kettles**
    - **dish washer** (if used) drain and turn off
  - Church (upstairs):**
    - **dias furniture** — if moved please replace as found (*diagram available from Office*)
    - **rows of chairs** — if moved please replace as found (*diagram available from Office*)
- ✓ **Take all rubbish and/or food waste away with you** — please do not use our bins as they are stored within our building and are emptied only fortnightly.
- ✓ **Clean room(s)**, as appropriate, using equipment (vacuum cleaner, mop & bucket for kitchen floor) found in the cleaner's cupboard
- ✓ **Turn off ALL lights** in
  - **room(s)** used
  - **corridors**
  - **foyers**
  - **accessible toilet** by Coffee Bar hatch (*NB: ladies & gents toilets' lights turn off automatically*)
- ✓ **Shut ALL internal doors** — most of **these are fire doors**
- ✓ **Shut and lock external doors** (*please check that they are locked*) — once all attending your event have left the building:
  - If the front automatic double doors have been used:**
    - **turn the switch to 'off'** and then
    - **lock the automatic double doors by turning the twist-locks** (serious damage may be done to the automatic doors if this order is not followed.)
  - Let yourself out of the front single door or back door** (these lock automatically when closed, however **please check that the door has locked.**)

THANK YOU for hiring a room(s) in The United Church.  
We do hope you've enjoyed holding your event here. If you have any suggestions as to how we can improve what we have to offer, please let us know -  
email: [office@ucw.org.uk](mailto:office@ucw.org.uk) - thank you.