

APPENDICES

Appendix A : END OF SESSION CHECK LIST

1. **Clear** waste, into bins provided.
2. **Clean** kitchen.
3. **Clean** main hall: sweep floor, and spot clean any spills etc as required.
4. **Check** that cooker & kettles are turned off.
5. **Check** that any electrical appliances are turned off and unplugged.
6. **Check** Toilets, including accessible, and clean as required.
7. **Turn out** all lights not required for security purposes (Use 'time delay' push light switch to exit safely)
8. **Close** all internal doors.
9. **Deploy** thumb turn locks to rear and side doors.
10. **Secure** all external doors, windows & rooflights.
11. **Exit** via front door and lock.
12. **Return** Key to key box.

Thank you 😊