



# Village of Chase

## Community Hall Closure Checklist

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1. If you have used tables and chairs – wipe down tables, stack on dollies 10 high and neatly place them in the designated storage room.
2. If you have used the audio visual (A/V) equipment – make sure the screen is raised and all A/V equipment has been turned off.
3. Garbage – pack up garbage and put into bins (laneway - back of building) make sure basement door is locked behind you.
4. Take bottles/cans with you.
5. Check behind curtains in Main Hall (if applicable) for cups, cans, food, etc.
6. Remove any items put on the walls including tacks, staples, tape, etc.
7. Sweep floors, wipe up any spills. The Caretaker will wash the floors.
8. Check washrooms and common areas to make sure everyone has left the building and that these areas are generally tidy.
9. Flush toilets if needed.
10. Check that downstairs back door (pull on bar) and back, side and front outside doors, are closed, push on doors not bars (slam shut if necessary).
11. Turn off all the lights.
12. Close front doors make sure that upper and lower “bolts” are set.
13. Lock front door with key. Pull on doors to ensure that bolts are set. The doors will not open if done properly.
14. Ensure the inside and outside doors are locked properly.
15. Take all belongings with you – the Village cannot guarantee the security of items left in the Hall.

**Forgotten something?** Contact the Village 8:30 to 4:30 Monday to Friday at 250 679 3238.

If there is an **after-hours emergency only** (broken water pipe, major heating problem, etc.) you may contact the Village's Public Works Emergency Standby person by calling 250 318 2467.