



Battieford Sporting Club



www.battieford.co.uk

Procedure for Keyholders Closing the Clubhouse

This procedure will take time, but this is time well spent as it must be remembered the Clubhouse is a half million pound investment for all concerned at Battieford SC and the wider community.

Starting at the Players and Officials entrance..

- Lower the outer shutter ensuring it is fully closed

As you make your way along the corridor towards the main hall door ...

- In changing room 2, the r/h toilet cubicle, turn off the stop tap to disconnect the water supply for the exterior boot cleaning facility
- Check keys are available for all changing rooms
- Check each room in turn to ensure no child/person is still in the clubhouse, and for visible problems or signs of damage or lights left on etc and that they are in a reasonable state of tidiness. Ensure the toilet pans are empty and flush if required
- Any "lost property" should be placed in the storeroom off the main hall.

On entering the Main Hall

- Check for any visible problems and signs of damage and a reasonable state of tidiness.
- Lower the outer shutters to prevent access through the storeroom, and through the fire escape doors, ensuring they are fully closed
- Lower the outer shutter for the viewing window ensuring it is fully closed
- Check the male and female toilets to ensure no child/person is still in the clubhouse and for visible problems or signs of damage or lights left on etc. Ensure the toilet pans are empty and flush if required
- Check the kitchen area any visible problems and signs of damage and is in a reasonable state of tidiness. Also for appliances or lights left on and turn them off.

On exiting through the entrance lobby

- Check and arm the alarm system
- Check the fire alarm system

On leaving the building

- Lower the main door outer shutter and check it is fully closed
- Ensure all 6 outer shutters around the full perimeter of the building are fully down and locked in place

All Problems should be dealt with if possible at the time, and in all cases reported to the Committee at the earliest opportunity.





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