

<b>Mosman Park Men's Shed</b>	
<b>MS03 Closing the Shed</b>	
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Warn of the imminent closing of the Shed 15 minutes prior, requesting clean up and clearing away gear, projects & materials. If projects are to be stored temporarily within the building, then ensure that they are correctly labelled for future identification.

Place (drawer) petty cash tin in safe.

Park bus & ute in shed, if not already garaged - Keys remain in each vehicle on the dashboard or in the central consol.

Check locks that they will indeed lock when pulled closed - (external pedestrian door opposite office, and kitchen). Check outside handles cannot be rotated.

Ensure yard gates - double and single – front, and rear yard double gates are padlocked – key on keyboard in office (Yard Gate).

Check side access driveway chain is in place and locked - Shed padlock to one end only – Council padlock on the other end).

Check window shutters down - 2 x Kitchen and 1 x Meeting room.

Close 4 manual roller doors, insert slide bolts in each, also sliding double doors in rear extension.

Turn off the power switch for the Compressed Air System (located lhs, immediately inside the door between Woodwork machine shop & Metal shop).

Retract shade blind. Remote controller is attached by string to the name tag board. Reset control by pressing "in and out" buttons simultaneously, if needed.

Listen if water pressurising pump is on - if so; find the problem (e.g. toilet cistern button jammed open)

Turn off all lights - including hi-bay lights - and ensure all air conditioners are off, check upstairs and toilets.

Confirm "Suez" skip bin is locked.

Close front powered roller door.

Check no one is left in building.

When closing Entrance door to meeting room; lock and test external handle. Close curtains.