

End of Session checklist

- You must ensure that everyone has vacated the premises.
- Please leave the premises quietly
- Lights, water taps, gas and electrical appliances to be turned off.
- Close all internal doors and secure outside doors and windows unless otherwise directed.
- Check all fire escape doors are properly secured.
- You are responsible for leaving the premises and surrounding area in a clean and tidy condition, and any contents temporarily removed from their usual positions properly replaced, otherwise we may make an additional charge.
- Any items left will be deemed as rubbish and disposed of.