

Checklist before leaving the South Canterbury Eco Centre (SCEC)

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| Doors locked | Check all 3 exit doors are locked when leaving. Make sure the top and bottom drop latches are secured for the double doors. | |
| Windows closed | Check that all windows are securely closed. | |
| Lights off | Turn all the lights off. Make sure the outside lights are left on automatically. This can be done below the alarm panel. There are instructions on the wall. | |
| Heaters turned off | Make sure the heater in the meeting room (control panel by the storage room door) and the one in the display area (control panel by the kitchen door) are turned off. | |
| Screens are off | Turn the AV screen off (including switch at the back) and unplug from the wall. Turn the display screen (near the toilets) off via remote "power off" at display end. | |
| Kitchen is tidy | Dishes have been cleaned and put away. | |
| | If you turned on a full dishwasher when leaving, please let SCEC know it needs to be emptied when finished. If it isn't full, can you please hand wash the dishes. | |
| Bathrooms | Clean toilets using the brush (found by each toilet) and cleaning products from the cleaning cupboard (in the corner of the storeroom near the foyer). | |
| | Clean basins using products and cloth from the "cleaning cupboard". | |
| | Empty the paper towel bins into the green wheelie bin outside. | |
| | Let SCEC know if the hand wash or paper towels are getting low please. Toilet paper can be found underneath the shared bathroom basin. | |
| Floors | Sweep and mop the floors if required- broom and mop found in the "cleaning cupboard". Fill the mop bucket via kettle or urn. | |
| General | Please take your rubbish and recycling with you. If it is left behind you will be charged for the removal unless agreed with SCEC. | |
| | Put any dirty cleaning cloths, dish cloths or tea towels in the unused rubbish bins below the sink in the kitchen. We will clean them. | |
| | Return all tables and chairs to where you found them, unless told differently by SCEC. If you moved other furniture please return to where you found it. | |
| Alarm | Activate the alarm when you leave. | |
| Key | Lock the door and return the key, as soon as possible, to the Crows Nest during opening hours. Mon - Fri 9am - 4.30pm and weekends / public holidays 10am - 4.30pm. SCEC will let you know if an alternative plan is needed. | |
| Gates | If you are leaving after 4.30pm we have organised security to lock the gate | |

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| | on Redruth Street. Can you please pull the gates shut within the Eco Centre / Crows Nest. If you are leaving after 4.30pm and are not booked for that, can you please contact John Wilson on 0275681955. | |
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Thank you for looking after the South Canterbury Eco Centre. We hope you enjoyed your visit and we look forward to hosting you again. If there were any issues or feedback please contact ecocentrefriends@gmail.com Positive feedback is welcome too. If it is urgent contact John Wilson 0275681955