

## Checklist before leaving the South Canterbury Eco Centre (SCEC)

Doors locked	Check all 3 exit doors are locked on 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. Bottom left hand switch below alarm panel.	
Heaters turned off	Make sure the heater in the classroom (control panel by the storage room door) and the one in the display area (control panel by the office 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 storeroom).	
	Clean basins using products and cloth from the cleaning cupboard.	
	Empty the paper towel bins into the recycling 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 labelled bucket in the cleaning cupboard, to be cleaned.	
	Put classroom tables and chairs in the storeroom, 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	
Gates	If you are leaving after 4.30pm we have organised security to lock the gate 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](mailto:ecocentrefriends@gmail.com) Positive feedback is welcome too. If it is urgent contact John Wilson 0275681955