

End of Booking Checklists

In order to prevent incurring additional charges please ensure the following tasks have been completed and the room left as you were given it:

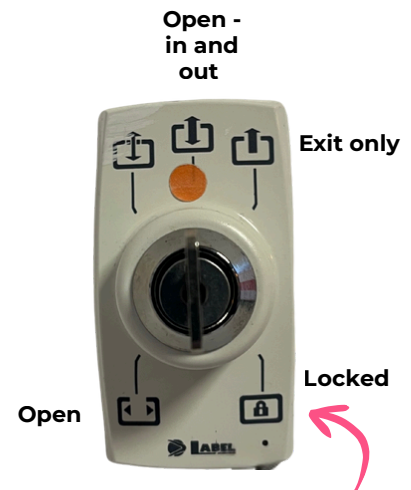
Clearing and Cleaning


- Have all the tables been cleaned and been moved back to where they live?
- Have the chairs been put away, stacked, or returned to where they live?
- Have the floors been swept?
- Have all decorations etc. and rubbish been removed?
- Have all items of equipment been put away?
- Have all all personal items been removed?

Locking up

Check before you leave:

- Have all the windows been fully closed?
- Have all doors been closed?
- Have all lights been turned off?
- Have the heaters/radiators been put back to their original setting ready for the next user?
- Have the main doors been set to Locked? (out of normal opening hours only).



 **Ensure door set to locked when leaving let the door open before turning the key. After you leave the door should close behind you.**

Incidents and Accidents

First Aid

A First Aid Kit is located in the Foyer near reception. If you needed to use any of the supplies please let us know by emailing admin@bramptoncc.org.uk with details of the incident or accident.

Please report all non-emergency incidents, accidents or near-misses by emailing admin@bramptoncc.org.uk

Should you require urgent assistance out of centre normal opening hours, please contact the on call staff using the emergency number on the Foyer notice board.