



# Volunteer Marine Rescue Brisbane Inc

Providing a Safer Marine Environment for Our Community

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## Closing Down Checklist for VMR Brisbane Premises

The following checklist applies to the use of the VMR Brisbane premises for any function or event whether it be an outside hall hire or a VMR Brisbane conducted function or event.

The person responsible for the function or event must ensure that the premises are clean and secure on departure. The person responsible may be the VMR representative on site for an outside function and in the case of our own BBQ's, the Duty Master of the duty crew who's BBQ it may be. For any other event it will be the VMR Brisbane event organiser to ensure these checks are carried out.

- All rubbish taken downstairs to bins?
- Check for any damage to premises?
- Floors to kitchen and main hall reasonably clean?
- Oven pilot light extinguished and all other burners turned off?
- Dishwasher (if used) pumped out & left in a clean state?
- Stainless steel kitchen benches clean and tidy?
- VMR fridge and freezer locked (internal VMR Brisbane functions)?
- Large kitchen fridge emptied of all product & left clean?
- Urns switched off at power point?
- All kitchen items washed and put away and cupboards locked (internal VMR Brisbane functions)?
- Tables & chairs returned to storage area?
- Cupboard keys replaced to downstairs location (internal VMR Brisbane functions)?
- All windows and doors closed and secured?
- Lights out in toilet areas?
- Lights out in main hall?
- Main front entry door locked?
- Alarm set?
- All downstairs lights off?
- All downstairs doors secure?

**Function Name:** ..... **Date:**...../...../..... **Signature:** .....

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