

**Newnham
Club Room**

END OF SESSION EXIT CHECK LIST.

Put away all tables, chairs and other equipment.

Ensure Fire Exit door is Secure.

Close all internal doors.

Secure all Windows.

Check all free standing electrical appliances have been turned off and unplugged.

Check electrical wall heaters have been turned off.

Check all taps have been turned off.

Any problems please contact the Booking Secretary on

01256 762369 or 077480 53071.