IBTS

Daily Closing Down Routine

| Close-down checked by: | Date |
|------------------------|------|
| crose down encence by: | Date |

| Tidy away | Done ✓ | EQUIPMENT STOCK CHECK | Done ✓ |
|--|--------|------------------------|--------|
| Check register and verify all children signed out | | Bluetooth speaker | |
| Check all areas and verify no children remain on premises | | Tripod + mobile holder | |
| All equipment tidied away | | | |
| Check external areas for missed items | | | |
| Put away all posters and noticeboards | | | |
| Remove notices from toilets | | | |
| Check toilets and clean as necessary | | | |
| Tidy furniture | | | |
| Sweep floors / mop as necessary | | | |
| Check all windows closed / locked | | | |
| Turn down heating | | | |
| Records returned to secure storage | | | |
| Store cupboard locked | | | |
| Close curtains /lower blinds | | | |
| Alarms turned on / off | | | |
| Turn off all lights | | | |
| Check external doors locked | | | |
| Backdrops dismantled and in the bags | | | |
| Costumes and backdrop fabrics in the bags | | | |
| Bags stored in reception / secure area + photo taken for Ben | | | |
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