

The Hatton Academy of Dance & Arts

OPENING UP AND LOCKING UP PROCEDURES. *(Up-to-date as of 2014)*

Ensure all listed rules are followed in correct order.

All key holders are responsible for the maintenance of emergency exits being open at all times whilst on the premises.

OPENING UP PROCEDURE

- 1.) Ensuring the opening of the REAR GATE of the Hatton Academy.
- 2.) Ensure that the emergency exit BACK DOOR is unlocked prior to entering the building.
- 3.) Ensure that all SHUTTERS ARE UNLOCKED (pins out) and SHUTTERS ARE UP.
- 4.) Ensure all STUDIO LIGHTS ARE CHECKED and that they are in full working order.
- 5.) Ensure that RECEPTION AREA IS FULLY CHECKED and that no belongings have been left.
- 6.) Ensure the BALLROOM LIGHTS ALL WORK alongside FANS AND DISCO BALL.
- 7.) Ensure the chosen CD DECK / PLAYER you use IS IN FULL WORKING ORDER.
- 8.) If in the Ballroom. Ensure that THE BLINDS ARE UP.
- 9.) Ensure a FULL TOILET CHECK (fully stocked & in working order.)
- 10.) Ensure that the EMERGENCY EXIT IS UNLOCKED. (Open the door every time to check.)

LOCKING UP PROCEDURE

- 1.) Ensure that ALL WATER TAPS ARE TURNED OFF.
- 2.) Ensure ALL LIGHTS ARE TURNED OFF.
- 3.) Ensure that the CD DECK / PLAYER USED is TURNED OFF.
- 4.) Ensure that all BLINDS ARE DOWN & CLOSED.
- 5.) Go upstairs to check ALL STUDIO WINDOWS ARE SHUT AND LOCKED. (Blinds down.)
- 6.) Ensure all SHUTTERS ARE DOWN safely and securely.
- 7.) Place PINS INTO SHUTTERS ensure they are in Safely : Securely : and the right way.
- 8.) Lock all EMERGENCY EXITS (Front and Back.)
- 9.) Ensure that BACK GATE IS SECURELY LOCKED.
- 10.) Ensure that the BACK GATE LOCK IS SECURELY ON. Shutters are down & drive away safely.

(FINAL REMINDER : ALL KEYHOLDERS ARE RESPONSIBLE FOR EMERGENCY EXITS. ENSURING THAT THEY ARE OPEN : without problems : THAT THEY ARE CLOSED safely and securely : whilst on The Hatton Academy Premises.)