

Facility after use checklist

Rev. 1

St. Anthony's Hall (Old Hall) & FLY room

1. Ensure all doors are locked.
2. Ensure the Air-conditioners / Heaters are turned off or unplugged from the mains.
3. Ensure all windows are shut and locked.
4. Ensure all lights are turned off including those in the toilets and kitchen.
5. If Kitchen has been used, ensure the stoves are turned off.
6. Ensure both Photo Copiers are switched off.

St. Joseph's Chapel

1. Ensure all doors are locked.
2. Ensure the Air-conditioners / Heaters are turned off or unplugged from the mains.
3. Ensure the exhaust pipes of the Air-conditioners are removed from the windows and have the windows shut and locked.
4. Ensure all lights, ceiling fans are turned off.
5. Ensure the exhaust fan at Memorial is turned off.
6. Ensure all candles or incense are blown out.
7. If the PA has been used, turn off the PA system, TV / Projector. Lock it up. Remove the 9V rechargeable batteries from the microphone and put it back to the charger.

St. Clare's Hall

1. Ensure all doors are locked including the glass doors.
2. Ensure the Air-conditioners / Heaters are turned off or unplugged from the mains.
3. Ensure the exhaust pipes of the Air-conditioners are removed from the windows and have the windows shut.
4. Ensure all lights are turned off including those in the toilets and kitchen.
5. Ensure all candles or incense are blown out.
6. If the PA system has been used, turn off the PA system, TV / Projector. Lock it up. Remove the 9V rechargeable batteries from the microphone and put it back to the charger.
7. If Kitchen has been used, ensure the stoves are turned off in the Kitchen.

GA House

1. Ensure all doors are locked inside including the Balcony glass door.
2. Ensure the fans / Heaters are turned off or unplugged from the mains.
3. Ensure all lights are turned off including those in the toilets, corridor, balcony and staircase.
4. If Kitchen has been used, ensure the stoves are turned off in the Kitchen.