

# Bambino Ltd

## Lock-Up Procedure

Version	Date	Author	Comments
1.0	07/2008	Bambino Ltd	Initial release and adoption of policy
1.1	28/09/2011	Scott Roberts	Introduction of version control

## Lock-Up Procedure

- Mop the final toilet floor and dispose of the water.
- Ensure all toys outside are put away.
- Take down the umbrella.
- Tidy the classroom, putting out toys for the morning if appropriate.
- Re-vacuum the floor if it has become messy since cleaning time.
- Turn off all switches to plugs. Ensure socket covers are in place where necessary.
- Ensure antibacterial spray is out of reach.
- Dispose of water in mop buckets.
- Dispose of water or messy play activities in trays.
- Lock all doors and close all windows.
- Close all internal fire doors.
- Switch off printer and computer in the office.
- Switch off internet router at the plug in the office.
- Turn off all lights.
- Lock the front door upon leaving.

