Building

1. Ensure that the water is switched off at the mains in the unit 9. This is located in the male toilets.

2. Ensure the water is switched off at the mains in unit 11. This is located in the kitchen area to the right of the sink cupboard in a small hidden narrow cupboard.

3. Ensure that the heating is set to 14 degrees throughout the building using the Wiser system in unit 9 and the thermostat in unit 11 (located in the production management office).

4. Ensure all bins are emptied.

5. Drain down the outside tap and leave open.

6. All computers to be powered down.

7. All tablets to be powered down.

8. Heating in the meeting room to be switched off on the heater, not at the wall.

9. All food to be disposed of from the fridges.

Revision #2
Created 20 December 2023 13:18:31 by Richard McCombe
Updated 20 December 2023 13:29:35 by Richard McCombe