



The Wellbeing Farm

Wheatsheaf Bar Closing Down checklist

Ensure this is all done before leaving:

- In the office and mini office:
 - Turn off all lights, including foyer area
 - Ensure all windows are closed
 - Turn off computers and laptops
- In the Wheatsheaf Bar and Reception Area:
 - If heating has been on, **turn it off**
 - Ensure all windows are closed, including the cookery school and toilets
 - Ensure cookery school doors are locked, and reception door is locked
 - Shut dividing door between Wheatsheaf Barn and reception (doesn't need to be locked)
 - Empty all bins if full
 - Empty the waste bins in the toilets
 - If dishwasher has been on:
 - Empty coffee machine tray (if it's been used) into compost bin and clean system according to the process
 - Compost bin to be emptied into green food bins
 - Ensure everything has been through and has been cleaned, included coffee machine tray etc
 - Drain the machine
 - Once the machine has finished draining and has turned itself off, clean inside
 - Turn off all lights
 - Ensure diffuser is turned off
- Double check everything – and check everyone's out/ready to leave!
- Lock up and alarm building