

## Lock Up Procedure

- Wipe down or surface spray all tables you and your group used. The surface spray and cleaning equipment is located in the kitchen
- Wipe down or surface spray all chairs you and your group used. The surface spray and cleaning equipment is located in the kitchen
- Ensure the bar and kitchen area has been wiped down or surface sprayed
- Wipe down door handles of the upstairs bathroom, upstairs sliding door, downstairs door in between table tennis room, downstairs bathroom, downstairs sliding door, front entrance door, and alarm buttons. If tennis courts were used, ensure you have sprayed the gates.
- o Ensure the bar is locked up.
- o Turn off all the lights.
- o Alarm the building (If you have a code)
- Sanitise your hands and lock the door on the way out.
- Thanks, MBTC