

# CLUBHOUSE CLOSING PROCEDURES

CANBERRA NETBALL ASSOCIATION



Please follow all clubhouse closing procedures when leaving the venue. If you have any issues please contact [canberrana@gmail.com](mailto:canberrana@gmail.com) or 0497 079 014.

## 1. Ensure all doors are locked

Lock any doors that you may have opened including inside doors, sliding doors and the glass doors opening out to the courts.

## 2. Turn OFF the lights

Turn off all lights. You can do this right here with the light switch pad! Just double check the kitchen and boardroom spaces are turned off.



## 3. Return KEY to lockbox

Place the key back inside the lockbox you took it from using the lockbox code provided.

## 4. Turn OFF air-conditioning

Air-conditioning can be turned off from the master pad above the lock boxes. Simple press "STOP ALL" and your air conditioning will turn off. Alternatively, turn the aircon off in the same place you turned it on.

## 5. Activate the alarm

Enter the alarm code to activate the alarm and press '**ON**'. Alarm is now activated, leave as soon as possible.

## 6. Lock the door behind you!

Don't forget to lock the door when you leave with the same code you used when entering. Enter the code and turn lock to the **right**.