

5th Colchester Scout Group

HQ Rules

- 1 Clear up any mess after meetings by sweeping the floor and wiping down tables where necessary.
- 2 Put tables and chairs away in store room.
- 3 Wash and clear away all pots, pans, cups etc.
- 4 If the fridge or freezer is not in use, please ensure the doors are not closed.
- 5 Make sure cooker/microwave is turned off.
- 6 Please use the recycle bins provided. When full, please take home and recycle with your household waste.
- 7 If waste bins are full, empty them and take rubbish home for collection. Replace bin liner.
- 8 Please do not leave used food wrappings, such as fish & chips papers, in the hut bins as they make the place smell.
- 9 Check the toilets for cleanliness and flush/clean as appropriate. If necessary remind your charges how to use toilets.
- 10 Close all windows and doors inside the building.
- 11 Ensure fire doors are fully closed
- 12 Turn-off all lights and extractor fans.
- 13 Ensure both entry/exit doors are locked. Note: It is a good idea to lock the main entry door after entering to ensure no one gets in without an invitation. Remember even though locked, the push-bar works when exiting.
- 14 When unlocking the gate, please ensure the padlock is stored safely in the building or locked to the gate chain.
- 15 On exit, ensure gate is properly locked.