

Camden Community Centre

Checklist for new users

Keys	
Collection Time	
Key Box	
Alarm instructions (if required)	
Security	
How to lock and unlock the area	
Lights, fans, stove, urn and air conditioners	
Cleaning	
Location of sponges, clothes and detergent	
Location of mops, brooms, carpet sweepers and vacuum	
Bins	
Location of bins (red and yellow)	
Kitchen	
Location of crockery, urn and utensils	
Emergency	
Exit doors	
Fire Extinguisher	
Centre Managers Number	
Carry own mobile phone	
Occupational Health Safety and Welfare	
Smoking tins	
Hazard Report location	
Trestle trolley	
Parking	
Highlight parking regulations around the Centre	
Insurance / Liquor Licence	

I have been given an orientation to ensure that I am aware of the above items on the checklist.

Signature of Hall user: _____ **Date:** _____

Centre Staff person conducting Orientation: _____