Building departure checklist

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If you are the last to leave, please check the following:

1. **Around inside building**
   1. Are you really last? Check the back rooms.
   2. As you do, check all heaters and lights are off (except the kitchen).
   3. Check that the glass door to the old front area is closed.
   4. Check that powered tools such as 3D printers and the laser cutter are turned off.
   5. Verify that you've left no open food containers or dirty utensils etc. (there are mice around.)
2. **At the door**
   1. Check that the container door is closed.
   2. Press the big red button.
      - You have 2 minutes to go out and shut the door.
3. **When you get outside**
   1. Ensure that the door is pulled shut behind you
   2. Close the chain across the gateway.

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