



Lock-Up Procedure – Nightshift Supervisor

Purpose:

Ensure the building is secured safely at the end of the shift before activating the alarm and locking the gates.



Pre-Alarm Checklist

Before entering the alarm code, make sure the following items are completed:



Equipment

- ☒ **Walkie Stackers (Walkies)** – Plugged in and charging
- ☒ **Counterbalance forklifts** – Plugged in and charging
- ☒ **Reach Trucks** – Plugged in and charging



Lighting & Power

- ☒ **Chiller Lights** – Turned off
- ☒ **All Warehouse Lights** – Turned off
- ☒ **Supervisor Office Heater** – Switched off at the wall (if used)



Devices

- ☒ **All PCs** – Signed out/logged off
- ☒ **All Tablets** – On charge



Kitchen Area


- ☒ **Kitchen Clean** – Benches tidy, rubbish removed
- ☒ **Dishwasher** – Running
- ☒ **Kitchen Door & Slider Door** – Closed and locked



Doors & Shutters

- ☒ **Roller Door (Inwards)** – Fully closed
- ☒ **Roller Door (Dispatch)** – Fully closed
- **Important:** Dispatch roller door may stop early
→ Press it **down fully with your foot** until it seals the floor — otherwise, the alarm will not activate
- ☒ **Check Outside** – No pallets or stock left outside
- ☒ **Counterbalance** – Not left outside

Security

-  **Drug Safe (Blue Shipping Container) – Padlock must be on before setting the alarm**
(Important!)
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Alarm Activation Procedure

1. **Go to Alarm Panel**
 2. Enter your code
 3. Press the **lock key** to confirm
 4. Wait until the display says:

“Welcome, [Your Name]”
 5. Press the **lock key again**
→ If successful, you’ll hear a **beeping sound**
 6. You now have **30 seconds** to:
 7. Exit the warehouse
 8. Close the door behind you
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Gate Locking Procedure

After exiting the warehouse and activating the alarm:

Lock Two Gates

1. **Right Driveway Gate**
→ Closest to the **Admin Offices**
 2. **Left Driveway Gate**
→ Located **past the warehouse**, up by **Raglan Roast Café**
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Notes & Tips

- If the alarm won’t activate, recheck that:
- The **dispatch roller door** is fully pressed down
- **All internal doors are shut**
- Always do a final walkthrough before locking the gate — once you’re outside and the alarm is active, **you can’t re-enter without triggering it**