

Closing the Building

The intention is to secure the building, i.e. closing & locking external doors, closing windows and also ensuring that all lights, power and heating are turned off. It is assumed that any stage lighting has been turned off by the Lighting crew. For bar closing see the 'Bar persons guide'.

Check rehearsal room. Windows closed, heater thermostat to minimum, lights off.

Check Chamberlain Street doors both shut & secure. Give them a good shake!

Check Ladies toilet window is shut.

Check trap door to lighting box is padlocked.

Check lights in all toilets & front corridor, and water heater is off; Five switches to right of Chamberlain Street doors.

Check rear auditorium door is locked shut (can only be set from inside auditorium).

Switch off front corridor wall lights; Switches above and to right of internal double doors.

Check lounge bar. Window closed, heater thermostat to minimum, lights off, filter off, TV off. Door to front corridor is locked (key behind bar door).

Check foyer. Outer main doors are shut & secure. Give them a good shake! Also check that wardrobe lights indicator (red light near bar door is off).

Return to bar & check all "Fire Door Security Lights" are off (just inside the door, under the stairs).

Back in the Foyer, turn lights off including "Canopy" lights.

Central corridor. Check that emergency lights are off; Switches in cupboard marked 'Exits and floor (mains)' and '50 volt emergency lights'.

Check door to front corridor is locked (key on chain at LHS).

Corridor wall lights off; switch high outside cupboard, above bell.

Check auditorium. All lights off; switches on left outside auditorium and inside on right, behind curtain.

Central corridor main lights off; Switch in back corridor, to left of dressing room door.

Check green room/dressing rooms (upstairs and down). Gas heaters off in Green Room and downstairs dressing room, fan heaters off & unplugged, also kettle, iron, TVs, etc off & unplugged. All lights off.

Check stage. All worker lights on stage, wings, halogens, etc. All switches at Stage Manager's position, high to right of monitor.

Check rear toilets. Lights & water heater off; Switches outside toilet door.

Boiler room. Heater will switch off on timer. Lights off.

Backstage access passages. Lights off; switch to left of rear cross stage doorway. Also toilet corridor.

Stage doors. White PVC doors both secure.

Backstage corridor; Heater by stage door switched off. Lights off; switch outside workshop door.

Check Workshop. Main power panel switched off. Main lights off; switches inside workshop door.

One light stays on, on PIR & timer.

Leave by workshop door, ensuring that it is secure. External lights stay on, on PIR and timer.