

SEMS Locking up Checklist

Important

The following checklist **must** be performed by members of the South East Makerspace before closing the space down.

Table 1: Closing up checklist

Task	Information
Turn off all heaters	Wall mounted electric heaters must be first switched off using their power cords, then switched off at the wall. The portable electric in snug must be switched off using the onboard switches, then switched off at the wall also. purple dots
Unplug or switch off all sockets except fridge	red dots on map
Shut off the water	blue dot on map. This is potentially more important in the Winter months
Ensure all doors are locked (including cabinets)	green dots on map
Shut off all the lights	yellow dots on map

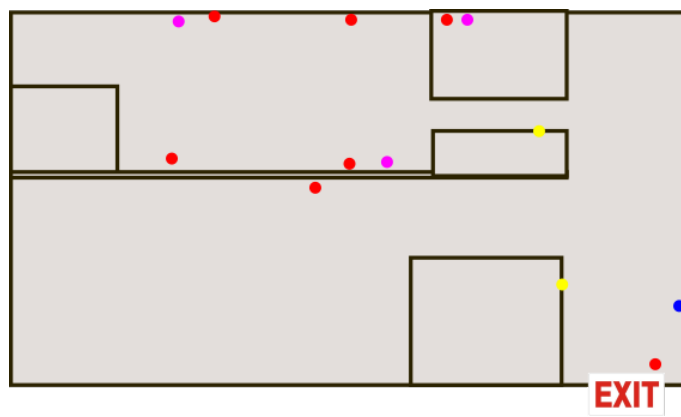


Figure 1: SEMS Interior Map