

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	Location
Turn off all heaters	Portable heaters, 2 gas 2 electric
Unplug or switch off all sockets except fridge and mobile phone	Red dots on map
Shut off the water	Blue dot on map
Ensure all doors are locked (including cabinets)	Green dots on map
Shut off all the lights	Yellow dots on map

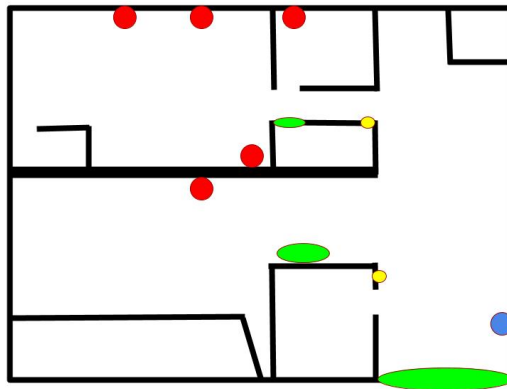


Figure 1: SEMS Interior Map