

Plymouth St Budeaux Multiple Auditorium Kingdom Hall

Circuit Assembly Start of Day Checklist

1. **Unlock and open all external gates – pedestrian and car park gates. Note that Car Park Gate 1 should be unlocked but kept closed – do not open it.**

The code for all padlocks on the gates is 1914

2. **Open the shutter on side entrance, unlock doors, turn off alarm using fob, turn on the internal lights, open shutter on main entrance.**
3. **Unlock the doors that lead behind the platform, plus any other relevant doors needed for assembly operation.**
4. **Check that the main hall, toilets and any other rooms that will be used have all been left clean and tidy, Ensure that there are no obstructions or trip hazards in front of fire exit doors or on evacuation routes.**
5. **Car Park Attendants need to be on site by 7:45am and sufficient Attendants, at least 5, need to be on site by 8:00am, allowing time for the above checks and briefing on any updates.**
6. **The Congregations should be informed that the doors will not open until 8.30am and delegates will not be able to gain access until then, volunteers are allowed in before this time, up the steps through the side entrance in the north wall of the auditorium.**

Circuit Assembly End of Day Checklist

1. **Check the building that it is empty before locking – check and lock the corridor behind the platform. Check the fire exits are closed correctly. Check all the auxiliary rooms in the foyer – making sure they are clean and tidy.**
2. **Lock the main entrance doors, including dropping the bolts on adjoining doors. Lower main entrance shutter. Turn off internal lights, and external lights, if on. Use fob to set alarm. Lock side entrance doors.**
3. **Lower side door shutter – after 10 seconds, you will hear a two tone signal to indicate the alarm has set.**
4. **Lock all gates – pedestrian and car park gates.**