



Lodge Re-Opening Check List

	ACTION	YES	NO
1	Have you advised your Insurance Company that you intend a limited resumption of Hall use?		
2	Have you tested the Fire Alarm?		
3	Have you tested your Emergency Lighting System?		
4	Are security monitoring & access systems fully operational?		
5	Have you tested your heating system?		
6	Have you run all water taps Hot & Cold (kitchen & toilets) to thoroughly flush the system?		
7	Have you aired the building?		
8	Have you cleaned the Lodge room?		
9	Have you nominated a Hall Trustee or Management Committee Member to oversee reopening?		
10	Has hand sanitiser been provided at entrance to building?		
11	Have you facilities to record and securely store data for contact tracing?		
12	Has a "one-way" system for social distancing been put in place?		
13	Have you clearly defined social distancing measures for Lodge Room and seating?		
14	Have you provided clear and sufficient signage for users of the building?		
15	Have arrangements for use of toilets been clearly defined to users?		
16	Have you ensured washing facilities and hot water are available?		
17	Do toilets have sufficient disposal systems in place?		
18	Has access to locker room / storage area been restricted?		
19	Has a member been appointed to lay out regalia in the Lodge Room prior to the meeting?		
20	Have members intending to attend been notified of restrictions and good practice?		