

# LAST PERSON TO LEAVE CHECKLIST

## EXTERNAL

- Ensure Flight Sheet computer shut down as per instructions
- Pie cart Secure – windows and doors shut (power off), tied down
- Aircraft pitot covers and canopy covers in place
- Aircraft batteries on CHARGE and Maintenance Releases in Briefing Room
- Hangar lights OFF and Doors LOCKED (check end doors are 'chained')
- Workshop lights OFF and Door LOCKED
- Bunkhouse lights OFF and doors CLOSED
- Toilet Block and all external lights OFF

## KITCHEN AREA

- Bar Secured
- Windows CLOSED
- Garbage Bin EMPTIED
- Cupboards, drawers and microwaves CLOSED
- No food left out for mice (throw it out or stow it please)
- Lights OFF

## OFFICE ROOM AREA

- Office air-conditioner OFF
- Computers are OFF (please witness – they hang-up)
- Duty Pilot Mobile Phone on Charge
- Key Cabinet (in Office) LOCKED
- Lights OFF

## BRIEFING ROOM AREA

- All aircraft batteries and maintenance releases are accounted for on dedicated wall-unit
- Overhead Projector OFF
- All Parachutes in their CORRECT BAGS and cupboards CLOSED
- Lights OFF (switch in clubroom)

## CLUBROOM

- TV OFF at wall
- All lights OFF
- All doors(including interior) and windows are SHUT
- External Doors LOCKED

Use the KEYSAFE key to lock Briefing Room external door. Replace the key back in KEYSAFE (in Bunkhouse hallway) for others to access the clubhouse