

Appendix 7 Halton Borough Council Service Closure Policy

Facilities Management Checklist

WHAT	ACTION REQUIRED	LEAD PERSON	TIME SCALE	PROGRESS UPDATE
Gather all relevant stakeholders information	Contact/write to <ul style="list-style-type: none"> • Day Centres • PCT/LCC • SW/GPs • Agencies • Utilities • Community nurses • Transport • Trade directories • Neighbours 			
Keys	Collect keys from any key holder			
Signage	Remove all signage			
Credit cards	Cancel any organisation's credit cards			
IT	Inform any IT department <ul style="list-style-type: none"> • Remove access to network • Phones to be diverted • Computers to be removed 			
Insurance	<ul style="list-style-type: none"> • Inform building and contents insurers if building is to be empty • Liability and indemnity insurance cancelled 			
Vacancy rates	Apply for vacancy rates			
Utilities	Take a reading of gas/water and electric. Ask for final phone bill and broad band bill			
Portable and electrical equipment	Remove all small electrical equipment, i.e. TVs music systems, microwaves			
Inventory	Check inventory against any checklists			
Fridges/Cupboards	Empty cupboards and fridges, leave fridge doors open			
Mail	<ul style="list-style-type: none"> • Inform bands and other 			

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	<p>correspondents</p> <ul style="list-style-type: none"> • Inform Royal Mail and have mail diverted to appropriate address 			
Medicines	Remove all medicines and record disposal accordingly			
Confidential files	Remove all confidential files and archive according to current legislation			
Stationery	Remove all stationery			
Contractors	Consult services contracts. Inform contractors of termination. Serve notice if required			
Minibus/cars	Cancel insurance/contract			
Rubbish	Remove all rubbish from site/unit			
Cleaning of unit	Cleaners to action			
Petty cash	To be signed off			