

# Timeline

## Staff and Training: Close Down

# 6.4.3

ITEM	TASK	DATE	BY WHOM	CONFIRMED
<b>ALL STAFF ISSUES:</b>	Sign off site			
Contracts	Completed			
Insurance	Completed			
Check lists	Returned			
List of tasks	Feedback			
Area plans	Return			
Mobile Phone	Return/sign			
Contact Lists	Feedback			
Communication line	Feedback			
Copies of Procedures	Feedback			
Duty Rota/timetables	Feedback			
<b>STAFF WELFARE</b>	Clean/Close			
Facilities	Dismantle			
Toilets	Clean/Close			
Lock ups	Clean/Close			
Cloakrooms	Clean/Close			
Accommodation	Vacate/close			
Uniform/Dress	Return/keep			
Catering	Closed			

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