

Full Name of Manager: Greba Simuliciate Day: Friday
Nature of Operation: Nightchib Date: 23/07/2021
Operation Level: LOW / MEDIUM / HIGH
(Refer to additional Risk Assessments):
Estimated Attendance:
Signed:
Please tick & sign completed during Open Process/Unit Checks:
♥CCTV recording
Level of ID Check in place as required
Searching policy Level in place as required
Use of drinking vessels level in place as required
Obspersal Policy Considered for shift end & perimeter
♥Tenshi Pre Open SE License Checks complete if required
SIA Door Staff Present as required & inducted, badges on show
All duty staff have required Alcohol Training (See License) as required
When all complete:
(the person named and signed below) have completed the operational checks:
title person named and signed below) have completed the operational checks.
_ Print Name: Grek Sivericite Date: 23/07/2021
DPS Reviewed if required:
Signed: Date: 236727



Full Name of Manager: Orda Sinavicinte Day: Daturday
Nature of Operation: Nightclub Date: 24/07/2021
Operation Level: LOW (MEDIUM) / HIGH
(Refer to additional Risk Assessments):
Estimated Attendance: 1000 Number of SIA Door Staff: 14
Signed:
Please tick & sign completed during Open Process/Unit Checks:
CCTV recording
♥ Fire and Security Checks completed
Level of ID Check in place as required
Searching policy Level in place as required
Use of drinking vessels level in place as required
Ø Dispersal Policy Considered for shift end & perimeter
Tenshi Pre Open SE License Checks complete if required
SIA Door Staff Present as required & inducted, badges on show
All duty staff have required Alcohol Training (See License) as required
When all complete:
I (the person named and signed below) have completed the operational checks:
Signed: Print Name: 6ft a Sincurciate Date: 24/07/2021
DPS Reviewed if required:
Signed int Name: Date: 24672)

25/07/2021 Week: Managers Nightly Opening/Closing Checklist **OPENING** FRI SAT SUN FULLY disable building alarm (including Tenshi) Turn outside lights on Disable & mute fire alarm Turn all applicable switches on (including Tenshi) Fill out relevant for trading RA Venue check. Walk around whole venue and check maintenance bits/ exits not blocked. Unlock corner door (door 2) with key - leave bolts on Staff testing completed and sanitisers available in key areas ATM ready Check emails for any necessary information for the day Print out / prepare all Daily Sheets (Bar checklists, Toilet Checks, allocations, etc.) Ensure A/Cs and extractors is on Tills on with correct prices loaded Bars set up and ready Tables and chairs wiped down and in correct layout ", toilets checked for cleanliness, soap, toilet tissue V ViPs set up (halos on, signs, buckets), check for bookings V Check CCTV is working&recording Smoking gate shut and door 1 locked V ∇ EXIT signs stuck on windows (by door 1) Turn clubroom tablet on, rig AFTER Fruit/boxing machines ON ◡ Rope by Door 1 stairs on with correct sign Club lights ON, house lights OFF Main room rig, laptop, extension lead and projectors on Check all TVs are on everywhere Manager's signature: CLOSING Corner door (Door 2) locked with a key V Check roof access is locked ┰ Outside lights OFF it/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!) マ All spirit rooms and cellars locked V All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps V ALL doors/exits closed properly (CHECK!), locked & chained if necessary Staff room light OFF ∇ Tablets, laptop, projectors shut down correctly Upstairs & downstairs rigs OFF!!!!!! V Blue smoking bins hidden behind the fence All swithes from the main swich panel OFF Office lights and screeens OFF, door locked with a key **マ** Re-enable fire alarm Ensure alarm is correctly armed, lock door 1 from outside:) Manager's signature:





Full Name of Manager: Greta Simovicite Day: Saturday
Nature of Operation: Nightcheb Date: 31/07/2021
Operation Level: LOW / MEDIUM / HIGH
(Refer to additional Risk Assessments):
Estimated Attendance: 1000 Number of SIA Door Staff: 14
Signed:
Please tick & sign completed during Open Process/Unit Checks:
⊘ CCTV recording
Fire and Security Checks completed
Level of ID Check in place as required
Searching policy Level in place as required
Use of drinking vessels level in place as required
☑Dispersal Policy Considered for shift end & perimeter
Tenshi Pre Open SE License Checks complete if required
SIA Door Staff Present as required & inducted, badges on show
All duty staff have required Alcohol Training (See License) as required
When all complete: I (the person named and signed below) have completed the operational checks:
Signed Print Name: Grek Simourciste Date: 31/02/2021
DPS Reviewed of required
Signed: Date: 31072

Week: 01/08/2021

Managers Nightly Opening/Closing	Check	list		
CPEKING		FRI	SAT	SUN
FULLY disable building alarm (including Tenshi)		V	V	
Turn outside lights on		V	$\sqrt{}$	
Disable & mute fire alarm		7	V	
Turn all applicable switches on (including Tenshi)		V	V/	
Fill out relevant for trading RA		~	1	
Venue check. Walk around whole venue and check maintenance bits/		V	7	
exits not blocked.			✓	
Unlock corner door (door 2) with key - leave bolts on		7	1	
Staff testing completed and sanitisers available in key areas		Ū	V	
			V	
ATM ready			J	
Check emails for any necessary information for the day		•	V	
Print out / prepare all Daily Sheets (Bar checklists, Toilet Checks,		V	V	
allocations, etc.)			<u>,</u>	
Ensure A/Cs and extractors is on		<i>\sqrt{\sq}}}}}}}}}}} \sqrt{\sqrt{\sqrt{\sqrt{\sqrt{\sqrt{\sqrt{\sqrt{\sq}}}}}}}}} \sqrt{\sq}}}}}}}}}} \sqrt{\sqrt{\sqrt{\sqrt{\sqrt{\sq}}}}}}}}}} \sqrt{\sqrt{\sqrt{\sqrt{\sqrt{\sqrt{\sqrt{\sqrt{\sq}}}}}}}}} \sqrt{\sqrt{\sqrt{\sq}}}}}}}} \enintinegetitin}}} \end{\sqrt{\sqrt{\sqrt{\sq}}}}}}}} \sqrt{\s</i>	 	
Tills on with correct prices loaded			V	
Bars set up and ready			V	
Tables and chairs wiped down and in correct layout		✓	✓	
: toilets checked for cleanliness, soap, toilet tissue		V	✓	
VIPs set up (halos on, signs, buckets), check for bookings		<u> </u>	<u> </u>	
Check CCTV is working&recording		✓	~	
Smoking gate shut and door 1 locked		√	V	
EXIT signs stuck on windows (by door 1)		V	V	
Turn clubroom tablet on, rig AFTER		>	V	
Fruit/boxing machines ON		>	N	
Rope by Door 1 stairs on with correct sign		V	√	
Club lights ON, house lights OFF		J	✓	
Main room rig, laptop, extension lead and projectors on		\ \	✓	
Check all TVs are on everywhere		>	√,	/
Manager's signature:				·
TO LOSING.		7 FRI	SAT	SUN
Corner door (Door 2) locked with a key		1/	√	5011
Check roof access is locked		V	v	
Quitside lights OFF		1/	V	
F. uit/boxing machines OFF		V	V	
Check bars with supervisor to ensure close-down is satisfactory		Ÿ	✓ ✓	
ALL PDQ machines and Halos on charge		V	V	
Ensure A/Cs & extractors is OFF (all rooms!)		V	-	
All spirit rooms and cellars locked		Ŭ	<u> </u>	
All switches OFF in Tenshi (tablet off first!)			V	
Check washroom and kitchen - taps, lights, etc OFF		V	V V	
			J	
EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps		X		
		V	<i>√</i>	
ALL doors/exits closed properly (CHECK!), locked & chained if necessary			Ť	
Staff room light OFF		V		
Tablets, laptop, projectors shut down correctly		✓	V	
Upstairs & downstairs rigs OFF!!!!!!			√	
Blue smoking bins hidden behind the fence		V		
All swithes from the main swich panel OFF		V	V	
Office lights and screeens OFF, door locked with a key		<u> </u>	V	
		<u> </u>		
		<u>\</u>	V	
Re-enable fire alarm Ensure alarm is correctly armed, lock door 1 from outside :) Manager's signature:		V	V V	



Full Name of Manager: Greta Simuricinte Day: Friday
Nature of Operation: Night dub Date: 06/08/202
Operation Level: LOW / (MEDIUM)/ HIGH
(Refer to additional Risk Assessments):
Estimated Attendance: 800 Number of SIA Door Staff: 11
Signed:_
Please tick & sign completed during Open Process/Unit Checks:
CCTV recording
Fire and Security Checks completed
Devel of ID Check in place as required
Searching policy Level in place as required
Use of drinking vessels level in place as required
Dispersal Policy Considered for shift end & perimeter
♥ Tenshi Pre Open SE License Checks complete if required
SIA Door Staff Present as required & inducted, badges on show
All duty staff have required Alcohol Training (See License) as required
When all complete: I (the person named and signed below) have completed the operational checks:
Signed Print Name: 6+cha Singuiciale Date: 06/08/2071
DPS Reviewed if required:
Signed: Date: OCO821



Full Name of Manager: Ortho Simoviciate Day: Oatur day
Nature of Operation: Night club Date: 07/08/2021
Operation Level: LOW / (MEDIUM) / HIGH
(Refer to additional Risk Assessments):
Estimated Attendance: 1000 Number of SIA Door Staff: 14
Signed
Please tick & sign completed during Open Process/Unit Checks:
Level of ID Check in place as required
Searching policy Level in place as required
Use of drinking vessels level in place as required
♂Dispersal Policy Considered for shift end & perimeter
Tenshi Pre Open SE License Checks complete if required
SIA Door Staff Present as required & inducted, badges on show
All duty staff have required Alcohol Training (See License) as required
When all complete:
I (the person named and signed below) have completed the operational checks:
Signed Print Name: Great Simulaite Date: 07/08/20?1
DPS Reviewed if required:
Signed: Date: O + 602

Week: W/E 08/08/2021

Managers Nightly Opening/Closing	Check	list		
OPENING		FRI	SAŢ	SUN
FULLY disable building alarm (including Tenshi)				
Turn outside lights on		V,	V	
Disable & mute fire alarm			V	
Turn all applicable switches on (including Tenshi)		V	V	
Fill out relevant for trading RA		V	V	
Venue check. Walk around whole venue and check maintenance bits/				1
exits not blocked.			\ \/	į
Unlock corner door (door 2) with key - leave bolts on			V	
Staff testing completed and sanitisers available in key areas		V	V	
ATM ready		1	V	
Check emails for any necessary information for the day		V	V	
Print out / prepare all Daily Sheets (Bar checklists, Toilet Checks,			1	
allocations, etc.)		V		
Ensure A/Cs and extractors is on .		V	V	
Tills on with correct prices loaded		Ĭ	7	
Bars set up and ready		Ĭ	V	
Tables and chairs wiped down and in correct layout	-	Ĭ	V	
Lagrangian Communication Commu		V	ν̈́	
VIPs set up (halos on, signs, buckets), check for bookings		Ž	7	
Check CCTV is working&recording	1	J	J	
Smoking gate shut and door 1 locked		V	Ž	
EXIT signs stuck on windows (by door 1)		Ť	V	
Turn clubroom tablet on, rig AFTER	- 1	V	<u>~</u>	
Fruit/boxing machines ON		V		
Rope by Door 1 stairs on with correct sign		Ť.	V	
Club lights ON, house lights OFF		-	V	
Main room rig, laptop, extension lead and projectors on Check all TVs are on everywhere		\	V	
		·	V	
Manager's signature:				raink van a
CLOSING		1/10		SUN
Corner door (Door 2) locked with a key			V	ĺ
Check roof access is locked			V	
Outside lights OFF			V	
h, uit/boxing machines OFF		✓	V	
Check bars with supervisor to ensure close-down is satisfactory			V	
ALL PDQ machines and Halos on charge			√	
Ensure A/Cs & extractors is OFF (all rooms!)		V	✓	
All spirit rooms and cellars locked		<u> </u>	· /	
All switches OFF in Tenshi (tablet off first!)		√	<i>✓</i>	
Check washroom and kitchen - taps, lights, etc OFF		V	V	
EXIT signs taken OFF the windows (by door 1)		√	V	
ALL toilets (clubs, staff, Tenshi) - checked for people and running taps			V	
ALL doors/exits closed properly (CHECK!), locked & chained if necessary		✓	V	
Staff room light OFF		V,	V	
Tablets, laptop, projectors shut down correctly		V	V	
Upstairs & downstairs rigs OFF!!!!!!		V	~	
Blue smoking bins hidden behind the fence		✓	V	
All swithes from the main swich panel OFF]	/	√	
Office lights and screeens OFF, door locked with a key		V	V	
	-	V	V	
Re-enable fire alarm	I			
Re-enable fire alarm Ensure alarm is correctly armed, lock door 1 from outside :) Manager's signature:		V	1	



Full Name of Manager: Greta Simuriciu	te Day: Friday
Nature of Operation: Night club	Date: 13/08/2021
Operation Level: LOW / MEDIUM /	нідн
(Refer to additional Risk Assessments):	
Estimated Attendance: 800	Number of SIA Door Staff: 11
Signed:	
Please tick & sign completed during Open Proces	ss/Unit Checks:
⊘ CCTV recording	
Fire and Security Checks completed	
Level of ID Check in place as required	
Searching policy Level in place as required	
♥ Use of drinking vessels level in place as require	ed
☑ Dispersal Policy Considered for shift end & pe	rimeter
Tenshi Pre Open SE License Checks complete	if required
♂ SIA Door Staff Present as required & inducted	, badges on show
All duty staff have required Alcohol Training (See License) as required
When all complete: I (the person named and signed below) have com	npleted the operational checks:
Signed: Print Name: Gall	Simoviciale Date: 13/08/2021
DPS Reviewed if required: Signed: Print Name: F	APS



Full Name of Manager: Greta Simavicinte Day: Saturday
Nature of Operation: Bougo's Bingo Date: 14/08/2021
Operation Level: LOW / MEDIUM / HIGH
(Refer to additional Risk Assessments):
Estimated Attendance: 400 Number of SIA Door Staff: 7
Signed:
Please tick & sign completed during Open Process/Unit Checks:
Ø CCTV recording
Fire and Security Checks completed
Level of ID Check in place as required
Searching policy Level in place as required
Use of drinking vessels level in place as required
Dispersal Policy Considered for shift end & perimeter
Tenshi Pre Open SE License Checks complete if required ¬ N/A
SIA Door Staff Present as required & inducted, badges on show
All duty staff have required Alcohol Training (See License) as required
When all complete:
I (the person named and signed below) have completed the operational checks:
Signed: Print Name: Greta Sinaviciale Date: 14/08/2021
DPS Reviewed if required:
Signed Date: 14082



t de la constant de l
Full Name of Manager: <u>Greta Simulciute</u> Nature of Operation: <u>Nightdub</u> Day: <u>Saturday</u> Date: <u>14/08/202</u>
Nature of Operation: Nightclub Date: 14/08/202
Operation Level: LOW / MEDIUM / HIGH
(Refer to additional Risk Assessments):
Estimated Attendance: 1000 Number of SIA Door Staff: 14
Signed:
Please tick & sign completed during Open Process/Unit Checks:
CCTV recording
⊘ Fire and Security Checks completed
⊘ Level of ID Check in place as required
Searching policy Level in place as required
Use of drinking vessels level in place as required
⊘ Dispersal Policy Considered for shift end & perimeter
Tenshi Pre Open SE License Checks complete if required
SIA Door Staff Present as required & inducted, badges on show
All duty staff have required Alcohol Training (See License) as required
When all complete:
I (the person named and signed below) have completed the operational checks:
Signed: Print Name: Grela Sinculviolite Date: 14/08/2021
DPS Reviewed it required:
Signed: Date: 14084

Week: W/E 15/08/2021

Managers Nightly Opening/Closing	Check	list		
OPENING		FRI	SAT	SUN
FULLY disable building alarm (including Tenshi)		✓	√	
Turn outside lights on		✓	√	
Disable & mute fire alarm		✓	٧	
Turn all applicable switches on (including Tenshi)		✓	✓	
Fill out relevant for trading RA		√	V	
Venue check. Walk around whole venue and check maintenance bits/			✓	
exits not blocked.		V		
Unlock corner door (door 2) with key - leave bolts on		✓	V	
Staff testing completed and sanitisers available in key areas		V	✓	
ATM ready		V	~	
Check emails for any necessary information for the day		V	✓	
Print out / prepare all Daily Sheets (Bar checklists, Toilet Checks,		V	,	
allocations, etc.)		·	~	
Ensure A/Cs and extractors is on .		>	V	
Tills on with correct prices loaded		✓	∀	
Bars set up and ready		\	√	
Tables and chairs wiped down and in correct layout		✓	✓	
toilets checked for cleanliness, soap, toilet tissue		V	V	
VIPs set up (halos on, signs, buckets), check for bookings		V	V	
Check CCTV is working&recording		V	V	
Smoking gate shut and door 1 locked		V	V	
EXIT signs stuck on windows (by door 1)		√	V	
Turn clubroom tablet on, rig AFTER		√	V	
Fruit/boxing machines ON		V	V	
Rope by Door 1 stairs on with correct sign		V	V	
Club lights ON, house lights OFF		∀	V	
Main room rig, laptop, extension lead and projectors on		7	V	
Check all TVs are on everywhere		1	J	
Manager's signature:				
CLOSING		FRI	SAT	SIIM
(A) Applicable and Ap		✓ /	JA:	3014
Corner door (Door 2) locked with a key			V	
Check roof access is locked Outside lights OFF		-		
Fit/boxing machines OFF		\ <u>\</u>	√	
Check bars with supervisor to ensure close-down is satisfactory		V	V	
ALL PDQ machines and Halos on charge		V	V	
		v	- V	
Ensure A/Cs & extractors is OFF (all rooms!)			V	
Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked		V	٧	
Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!)		V V	V	
Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF		V V	V V	
Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1)		V V V	V V	
Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps		V V	V V	-
Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps ALL doors/exits closed properly (CHECK!), locked & chained if necessary		V V V	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	
Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps ALL doors/exits closed properly (CHECK!), locked & chained if necessary Staff room light OFF		V V V V	V V V	
Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps ALL doors/exits closed properly (CHECK!), locked & chained if necessary Staff room light OFF Tablets, laptop, projectors shut down correctly		V V V V V	V V V V	
Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps ALL doors/exits closed properly (CHECK!), locked & chained if necessary Staff room light OFF Tablets, laptop, projectors shut down correctly Upstairs & downstairs rigs OFF!!!!!!		V V V V V	V V V V V V	
Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps ALL doors/exits closed properly (CHECK!), locked & chained if necessary Staff room light OFF Tablets, laptop, projectors shut down correctly Upstairs & downstairs rigs OFF!!!!!! Blue smoking bins hidden behind the fence		V V V V V	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	
Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps ALL doors/exits closed properly (CHECK!), locked & chained if necessary Staff room light OFF Tablets, laptop, projectors shut down correctly Upstairs & downstairs rigs OFF!!!!!! Blue smoking bins hidden behind the fence All swithes from the main swich panel OFF		V V V V V	>	
Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps ALL doors/exits closed properly (CHECK!), locked & chained if necessary Staff room light OFF Tablets, laptop, projectors shut down correctly Upstairs & downstairs rigs OFF!!!!!! Blue smoking bins hidden behind the fence All swithes from the main swich panel OFF Office lights and screeens OFF, door locked with a key		V V V V V V	>	
Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps ALL doors/exits closed properly (CHECK!), locked & chained if necessary Staff room light OFF Tablets, laptop, projectors shut down correctly Upstairs & downstairs rigs OFF!!!!!! Blue smoking bins hidden behind the fence All swithes from the main swich panel OFF		V V V V V	>	



Full Name of Manager: Cotto Simaricinte Day: Friday
Nature of Operation: Nightclub Date: 20/08/2021
Operation Level: LOW / (MEDIUM) / HIGH
(Refer to additional Risk Assessments):
Estimated Attendance: 800 Number of SIA Door Staff: 1
Signed:
Please tick & sign completed during Cpen Process/Unit Checks:
CCTV recording
Fire and Security Checks completed
Level of ID Check in place as required
Searching policy Level in place as required
Use of drinking vessels level in place as required
Dispersal Policy Considered for shift end & perimeter
Tenshi Pre Open SE License Checks complete if required
SIA Door Staff Present as required & inducted, badges on show
All duty staff have required Alcohol Training (See License) as required
When all complete:
I (the person named and signed below) have completed the operational checks:
Signed: Print Name: Grua Simulate Date: 20/08/2021
DPS Reviewed if required:
Signed: Date: Z008Z1



Full Name of Manager: Greta Simurinte Day: Secturday
Nature of Operation: Night club Date: 21/08/2021
Operation Level: LOW / MEDIUM / HIGH
(Refer to additional Risk Assessments):
Estimated Attendance: 1000 Number of SIA Door Staff: 14
Signed:
Please tick & sign completed during Open Process/Unit Checks:
CCTV recording
Fire and Security Checks completed
Level of ID Check in place as required
Searching policy Level in place as required
Use of drinking vessels level in place as required
Dispersal Policy Considered for shift and & perimeter
Tenshi Pre Open SE License Checks complete if required
SIA Door Staff Present as required & inducted, badges on show
All duty staff have required Alcohol Training (See License) as required
When all complete:
I (the person named and signed below) have completed the operational checks:
<u>and the second of the second </u>
Signed:_ Print Name: Careta Singuicinte Date: 21/08/2021
DPS Reviewed if required:
Signed: Date: 210821
The state of the s

Week: W/E 22/08/2021

SUN

1

1
-
1

l .
SUN
<u> </u>
ļ
ļ
ļ
ļ
ļ
<u> </u>
<u> </u>
-



Full Name of Manager: Greta Simovicinte Day: Friday
Nature of Operation: Nightclub Date: 27/08/7021
Operation Level: LOW / MEDIUM / HIGH
(Refer to additional Risk Assessments):
Estimated Attendance: Number of SIA Door Staff: 1
Signed:
Please tick & sign completed during Open Process/Unit Checks:
⊘ CCTV recording
Fire and Security Checks completed
Level of ID Check in place as required
Searching policy Level in place as required
Use of drinking vessels level in place as required
Dispersal Policy Considered for shift end & perimeter
☑ Tenshi Pre Open SE License Checks complete if required
SIA Door Staff Present as required & inducted, badges on show
All duty staff have required Alcohol Training (See License) as required
When all complete:
I (the person named and signed below) have completed the operational checks:
Signed: Print Name: Gret Simulate Date: 27/08/2021
DPS Reviewed if required:
Signed:



Full Name of Manager: Greta Simoniainte Day: Saturday	
Nature of Operation: Night club Date: 28/08/207	1
Operation Level: LOW / MEDIUM / HIGH	
(Refer to additional Risk Assessments):	
Estimated Attendance: 1000 Number of SIA Door Staff: 14	
Signed:	
Please tick & sign completed during Open Process/Unit Checks:	
•	
Ø CCTV recording	
Fire and Security Checks completes	
VLevel of ID Check in place as required	
Searching policy Level in place as required	
Use of drinking vessels level in place as required	
Dispersal Policy Considered for shift end & perimeter	
♂Tenshi Pre Open SE License Checks complete if required	
SIA Door Staff Present as required & Inducted, badges on show	
All duty staff have required Alcohol Training (See License) as required	
When all complete:	
I (the person named and signed below) have completed the operational checks:	
Signed: Print Name: Greta Simeviciate Date: 28/08/2021	
DPS Reviewed if required:	
Signed: Print Name: Date:	
•	



Full Name of Manager: Great	Simoviciale		Day: S	in day
Nature of Operation:	utclub	<u>.</u>	Date: 29	1/08/2021
Operation Level: LOW / Mi	EDIUM)/ HIGH			
(Refer to additional Risk Assessments				
Estimated Attendance: &O	0	Number of SIA I	Door Staff:_	11
Signed:	-			
	2		· · · · · · · · · · · · · · · · · · ·	
Please tick & sign completed during C	pen Process/Unit	Checks:		
			:	
CCTV recording				
Fire and Security Checks complete.	i.			
Level of ID Check in place as requir	ed			
Searching policy Level in place as re	Equired			
Use of drinking vessels level in place	e as required			
Dispersal Policy Considered for shift	t end & perimete	r .		
Tenshi Pre Open SE License Checks	complete if requi	red - N /	A	
SIA Door Staff Present as required	ે ઢે inducted, badge	s on show		
All duty staff have required Alcoho	Training (See Lice	ense) as required	i	
			· · · · · · · · · · · · · · · · · · ·	
When all complete:		•		
I (the person named and signed belov	ave completed	the operational	checks:	
Signed: Print Name:	Creb ?	i moviciate	Date; <u>2</u>	9/08/2021
DPS Reviewed if required:			,	_ ~~
Signed Print Name:	MAS		Date:	290021

Week: W/E 29/08/2021

	Check	HOL		
OPERING		FRI	SAT	SUN
FULLY disable building alarm (including Tenshi)		√,	J,	J
Turn outside lights on		V	J	7
Disable & mute fire alarm		V	V	V
Turn all applicable switches on (including Tenshi)		J	V	J
Fill out relevant for trading RA		J	V	V
Venue check, Walk around whole venue and check maintenance bits/		J	J	V
exits not blocked.			•	
Unlock corner door (door 2) with key - leave bolts on		V	√	J
Staff testing completed and sanitisers available in key areas		J	V	J
ATM ready		J	V	J
Check emails for any necessary information for the day		J	V	J
Print out / prepare all Daily Sheets (Bar checklists, Toilet Checks,		J		<u> </u>
allocations, etc.)		V	J	J
Ensure A/Cs and extractors is on		V	V	7
Tills on with correct prices loaded		\checkmark	√	J.
Bars set up and ready		V	V	J
Tables and chairs wiped down and in correct layout		J	V	J
toilets checked for cleanliness, soap, toilet tissue		J	J	J
VIPs set up (halos on, signs, buckets), check for bookings		V	J	J,
Check CCTV is working&recording		V	J	N
Smoking gate shut and door 1 locked		J	V	V
EXIT signs stuck on windows (by door 1)		J	J	V
Turn clubroom tablet on, rig AFTER		<u> </u>	7	7
Fruit/boxing machines ON		-	J	J
Rope by Door 1 stairs on with correct sign	-	Ì	J	J
Club lights ON, house lights OFF		J	J	J
Main room rig, laptop, extension lead and projectors on		Ĵ	V	V,
		~		,
ICDECK SILLVS are on ever-where			J	Ú
Check all TVs are on everywhere Manager's signature:		V	J.	Ú
Manager's signature:		V		
Manager's signature: CLOSING		√ FRI	SAT	SUN
Manager's signature: CLOSING Corner door (Door 2) locked with a key		FRI J	šat V	SUN V
Manager's signature: CLOSING Corner door (Door 2) locked with a key Check roof access is locked		FRI J	ŠAT J V	SUN
Manager's signature: CLESING Corner door (Door 2) locked with a key Check roof access is locked Outside lights OFF		FRI J J	SAT V V	SUN V
CLOSING Corner door (Door 2) locked with a key Check roof access is locked Outside lights OFF July July July July July July July July		FRI J J	ŠAT J V	SUN V V
CLOSING COrner door (Door 2) locked with a key Check roof access is locked Cutside lights OFF Luit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory		FRI J J J	SAT V V	SON CCCC
CLOSING CHOSING Corner door (Door 2) locked with a key Check roof access is locked Outside lights OFF Luit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge		FRI J J J J	SAT V V V	SUN V V
CLOSING Corner door (Door 2) locked with a key Check roof access is locked Cutside lights OFF Lit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!)		FRI J J J J J J	SAT V V V	לל כלל כל כלל כלל כלל בלל בלל בללל בללל
Corner door (Door 2) locked with a key Check roof access is locked Outside lights OFF Luit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked		FRI J J J J J J J	SAT V V V V V	2 C C C C C C 200
CLOSING Corner door (Door 2) locked with a key Check roof access is locked Outside lights OFF Luit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!)		FRI J J J J J J J J J J J J J J J J J J J	SAT V V V V V	\\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\
Corner door (Door 2) locked with a key Check roof access is locked Ontside lights OFF Luit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF		FRI J J J J J J J	SAT V V V V V V V	2 C C C C C C C S S S S S S S S S S S S
Corner door (Door 2) locked with a key Check roof access is locked Outside lights OFF Luit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1)		FRI J J J J J J J J J J J J J J J J J J J	SAT V V V V V V V V V	
CLOSING Corner door (Door 2) locked with a key Check roof access is locked Outside lights OFF Luit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps		FRI J J J J J J J	SAT V V V V V V V V V V	
Corner door (Door 2) locked with a key Check roof access is locked Contside lights OFF Luit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps ALL doors/exits closed properly (CHECK!), locked & chained if necessary		マート	SAT J J J J J J J J J J J	
Corner door (Door 2) locked with a key Check roof access is locked Outside lights OFF Luit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps ALL doors/exits closed properly (CHECK!), locked & chained if necessary Staff room light OFF		ト FRI ファンファファファファ	SAT V V V V V V V V V V V V V	ילכל לל לל ללל ללל ללל ללל ללל ללל ללל ל
Corner door (Door 2) locked with a key Check roof access is locked Outside lights OFF Luit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps ALL doors/exits closed properly (CHECK!), locked & chained if necessary Staff room light OFF Tablets, laptop, projectors shut down correctly		トFRI リンプソファファファファファファファファファ	SAT J J J J J J J J J	Z< C< C< C C C C C C C C C C Z
Corner door (Door 2) locked with a key Check roof access is locked Outside lights OFF Luit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps ALL doors/exits closed properly (CHECK!), locked & chained if necessary Staff room light OFF Tablets, laptop, projectors shut down correctly Upstairs & downstairs rigs OFF!!!!!!		トFRI リンプンプラフランプラファンプラファンプラファンプラファンプラファンプラファンプラ	SAT	
CLOSING Corner door (Door 2) locked with a key Check roof access is locked Chiside lights OFF Luit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps ALL doors/exits closed properly (CHECK!), locked & chained if necessary Staff room light OFF Tablets, laptop, projectors shut down correctly Upstairs & downstairs rigs OFF!!!!!! Blue smoking bins hidden behind the fence		トFRI リンプソファファファファファファファファファ	SAT	
CLOSING Corner door (Door 2) locked with a key Check roof access is locked Cutside lights OFF Luit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps ALL doors/exits closed properly (CHECK!), locked & chained if necessary Staff room light OFF Tablets, laptop, projectors shut down correctly Upstairs & downstairs rigs OFF!!!!!! Blue smoking bins hidden behind the fence All swithes from the main swich panel OFF		トFRI ファンファファン ファンファンファンファンファンファンファンファンファンファンファンファンファンフ	SAT J J J J J J J J J J J J J J J J J J J	ככלל לכל לכל לכל בלל ב
CLOSING Corner door (Door 2) locked with a key Check roof access is locked Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps ALL doors/exits closed properly (CHECK!), locked & chained if necessary Staff room light OFF Tablets, laptop, projectors shut down correctly Upstairs & downstairs rigs OFF!!!!!! Blue smoking bins hidden behind the fence All swithes from the main swich panel OFF Office lights and screeens OFF, door locked with a key		ン FRI ファンファファファファット マイイイイイイイイイイイイイイイイイイイイイイイイイイイイイイイイイイイイ	SAT	כלל ללכ לכ לכל כלל כלל ב
CLOSING Corner door (Door 2) locked with a key Check roof access is locked Cutside lights OFF Luit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps ALL doors/exits closed properly (CHECK!), locked & chained if necessary Staff room light OFF Tablets, laptop, projectors shut down correctly Upstairs & downstairs rigs OFF!!!!!! Blue smoking bins hidden behind the fence All swithes from the main swich panel OFF		ト ド ト ト ト ト ト ト ト ト ト ト ト ト ト ト ト ト ト ト	SAT J J J J J J J J J J J J J J J J J J J	ככלל לכל לכל לכל בלל ב



Full Name of Manager: Grela Simulante Day: Friday
Nature of Operation: Night Jul Date: 03/09/2021
Operation Level: LOW / MEDIUM / HIGH
(Refer to additional Risk Assessments):
Estimated Attendance: 800 Number of SIA Door Staff: 1
Signed:
Please tick & sign completed during Open Process/Unit Checks:
Fire and Security Checks completed
(V) Level of ID Check in place as required
Searching policy Level in place as required
Use of drinking vessels level in place as required
Dispersal Policy Considered for shift end & perimeter
Tenshi Pre Open SE License Checks complete if required
SIA Door Staff Present as required & inducted, badges on show
All duty staff have required Alcohol Training (See License) as required
When all complete: I (the person named and signed below) have completed the operational checks:
Signed:Print Name: Grota Sinavicinte Date: 05/09/2021
DPS Reviewed if required:
Signed Date: OSO97Z



Full Name of Manager: Greta Simurinte	Day: 04/09/2021
Nature of Operation: Boxing	Date: Sorturday
Operation Level: (LOW) / MEDIUM / HIGH	2,
(Refer to additional Risk Assessments):	
Estimated Attendance: 400	Number of SIA Door Staff: 7
Signed:	
Please tick & sign completed during Open Process/Unit	Checks:
CCTV recording	
Fire and Security Checks completed	
Level of ID Check in place as required	
Searching policy Level in place as required	
Use of drinking vessels level in place as required Dispersal Policy Considered for shift and & perimeter	all drinks decanted into placking
Dispersal Policy Considered for shift end & perimeter	ATTALLED VOLLETZ
Tenshi Pre Open SE License Checks complete if requir	red - N/A
SIA Door Staff Present as required & inducted, badge	s on show
All duty staff have required Alcohol Training (See Lice	nse) as required
When all complete:	
I (the person named and signed below) have completed	the operational checks:
<u> </u>	
Signed: Print Name: Gela Si	-cuicide Date: 04/09/2071
DPS Reviewed if required:	C C I
Signed: Print Name: APS	



Full Name of Manager: Greta Sinewicinte Day: Schurday
Nature of Operation: Nightclub Date: 04/09/2021
Operation Level: LOW / MEDIUM / HIGH
(Refer to additional Risk Assessments):
Estimated Attendance: 1000 Number of SIA Door Staff: 14
Signed:
Please tick & sign completed during Open Process/Unit Checks:
OCCTV recording
Fire and Security Checks completed
Level of ID Check in place as required
Searching policy Level in place as required
Use of drinking vessels level in place as required
Dispersal Policy Considered for shift end & perimeter
Tenshi Pre Open SE License Checks complete if required
SIA Door Staff Present as required & inducted, badges on show
All duty staff have required Alcohol Training (See License) as required
When all complete:
I (the person named and signed below) have completed the operational checks:
Signed: Print Name: Greta Simariaide Date: 04/09/2021
DPS Reviewed if required:
Signed: Date: Date:



Full Name of Manager: Ortha Simulate	Day: Sunday
Nature of Operation: Kick boxing	Date: 05/03/2021
Operation Level: (LOW) / MEDIUM / HIGH	
(Refer to additional Risk Assessments):	
Estimated Attendance: 400	Number of SIA Door Staff: +
Signed:	
Please tick & sign completed during Open Process/Unit	Checks:
♂ CCTV recording	
Fire and Security Checks completed	
Level of ID Check in place as required	
Searching policy Level in place as required	
Use of drinking vessels level in place as required	all drinks decarted into plastic
Dispersal Policy Considered for shift end & perimeter	Arinery wesseld
Tenshi Pre Open SE License Checks complete if requir	red - N/A
SIA Door Staff Present as required & inducted, badge	s on show
All duty staff have required Alcohol Training (See Lice	nse) as r equire d
When all complete:	
I (the person named and signed below) have completed	the operational checks:
Signed: Print Name: Grea Six	eridiste Date: 05/09/2021
DPS Reviewed if required:	3 050921
Signed:Print Name:	>

Week: W/E 05/09/2021				
Managers Nightly Opening/Closing	Check	dist		
DOPENING		FRI	SAT	SUN
FULLY disable building alarm (including Tenshi)			V.	V
Turn outside lights on		V	V	
Disable & mute fire alarm		V	V	V
Turn all applicable switches on (including Tenshi)		√	V	V,
Fill out relevant for trading RA		V	l v	~
Venue check. Walk around whole venue and check maintenance bits/		√	V	V
exits not blocked.				<u> </u>
Unlock corner door (door 2) with key - leave bolts on		✓	1	>
Staff testing completed and sanitisers available in key areas		V	V	V
ATM ready		1	V	V
Check emails for any necessary information for the day		J	V	V
Print out / prepare all Daily Sheets (Bar checklists, Toilet Checks,			1	
allocations, etc.)		✓	J	V
Ensure A/Cs and extractors is on	-	V	V	V
Titls on with correct prices loaded		V	V	V
Bars set up and ready		J	V	V
Tables and chairs wiped down and in correct layout		٧	Ĭ	V
tollets checked for cleanliness, soap, toilet tissue		V	V	1
VIPs set up (halos on, signs, buckets), check for bookings		3	V	J
Check CCTV is working&recording		V	V	7
Smoking gate shut and door 1 locked		J	V	V
EXIT signs stuck on windows (by door 1)		V	J	J
Turn clubroom tablet on, rig AFTER		J	V	J
Fruit/boxing machines ON		V	J	J
Rope by Door 1 stairs on with correct sign		V	J	J
Club lights ON, house lights OFF		V	J	V
Main room rig, laptop, extension lead and projectors on		J	J	J
Check all TVs are on everywhere		V/	J	J
Manager's signature:				
GLOSING		FRI	U SAT	SUN
Corner door (Door 2) locked with a key	i. :			30.1
Check roof access is locked		1	7	7
Contside lights OFF		<u> </u>		-7
Fruit/boxing machines OFF		1		7
Check bars with supervisor to ensure close-down is satisfactory		<u> </u>	V	./
ALL PDQ machines and Halos on charge			Ž.	7
Ensure A/Cs & extractors is OFF (all rooms!)			1	
All spirit rooms and cellars locked				
All switches OFF in Tenshi (tablet off first!)		V	~	1/
Check washroom and kitchen - taps, lights, etc OFF		1		7
EXIT signs taken OFF the windows (by door 1)		~		
ALL toilets (clubs, staff, Tenshi) - checked for people and running taps		V	7	
ALL doors/exits closed properly (CHECKI), locked & chained if necessary		/		
Staff room light OFF		√	1/	
Tablets, laptop, projectors shut down correctly			/	V
Upstairs & downstairs rigs OFF!!!!!!		/	7	V
Blue smoking bins hidden behind the fence		7		
All swithes from the main swich panel OFF			7	
Office lights and screeens OFF, door locked with a key				
Re-enable fire alarm		1		
Ensure alarm is correctly armed, lock door 1 from outside :)			/	
Manager's signature:				



MACON DE COMMENTE DE LINES
Full Name of Manager: Greta Simulate Day: Friday
Nature of Operation: Nightclub Date: 10/09/2071
Operation Level: LOW / MEDIUM / HIGH
(Refer to additional Risk Assessments):
Estimated Attendance: Number of SIA Door Staff:
Signed:
Please tick & sign completed during Open Process/Unit Checks:
CCTV recording
Fire and Security Checks completed
② Level of ID Check in place as required
Searching policy Level in place as required
Use of drinking vessels level in place as required
Dispersal Policy Considered for shift end & perimeter
₫ Tenshi Pre Open SE License Checks complete if required
SIA Door Staff Present as required & inducted, badges on show
M All duty staff have required Alcohol Training (See License) as required
When all complete:
I (the person named and signed below) have completed the operational checks:
Signed. Print Name: Greta Sinavicinte Date: 10/09/2021
DPS Reviewed if required:
Signed Date: 10092



MUST BE COMPLETED PRIOR TO OPENING Full Name of Manager: Nature of Operation: MEDIUM Operation Level: (Refer to additional Risk Assessments): 1000 Number of SIA Door Staff: Estimated Attendance: Signed: Please tick & sign completed during Open Process/Unit Checks: CCTV recording Fire and Security Checks completed Level of ID Check in place as required (v) Searching policy Level in place as required Use of drinking vessels level in place as required O Dispersal Policy Considered for shift end & perimeter Tenshi Pre Open SE License Checks complete if required SIA Door Staff Present as required & inducted, badges on show All duty staff have required Alcohol Training (See License) as required When all complete: I (the person named and signed below) have completed the operational checks: Print Name: Greta Sinavicinte Date: 11/09/2021 Signed: DPS Revi<u>ewed if required:</u>

Signed:



Full Name of Manager: Junes Seens	Day: SUNTANO.
Nature of Operation:	Day: <u>Sundara</u> . Date: 17 - 9 - 81
Operation Level: LOW / MEDIUM / HIGH	н
(Refer to additional Risk Assessments):	,
Estimated Attendance: 300	Number of SIA Door Staff: 6
Signed:	
Please tick & sign completed during Open Process/Un	it Checks:
√CCTV recording	
Fire and Security Checks completed	
Searching policy Level in place as required	
Use of drinking vessels level in place as required	Dribius decembed into Plastic.
Dispersal Policy Considered for shift end & perimet	er
\bigotimes Tenshi Pre Open SE License Checks complete if req	uired
✓SIA Door Staff Present as required & inducted, bad	ges on show
All duty staff have required Alcohol Training (See Li	icense) as required
When all complete: I (the person named and signed below) have complete	ed the operational checks:
Signed: Print Name: 7. See	Date: 12 - 9 - 21
DPS Reviewed if required:	2
Signed: Pint Name:	Date: 12092

Week: W/E 12/05/2021

Check	uist		
	FRI	SAT	SUN
	V	V	
	V	V	
	V	J	1/
	Ŭ	V	V
	J	J	1/
	. 1		
	V	V	1
	7	V	1
	J	J	
	V	v	
		V	1
			1/
	J	•	
	7	V	1/
	J		1/
	Ž	Ť	
	1.0	V	1
		J	17
	<u>,</u>		1
			1
			1
	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		1
***************************************			1
			<i>-</i>
	<u>, , , , , , , , , , , , , , , , , , , </u>		-/-
			/
	- 4		
		,	
	٧,	V	
	٧,	Ņ	
		Ņ	SUN
	√, ∕FRI √	Ņ	V
	٧,	Ņ	V,
	√, ∕FRI √	Ņ	V
	Y,	Ņ	\ \ \ \ \
	V FRI V	Ņ	> > > >
	Y,	Ņ	> > > > V
	FRI	Ņ	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \
	V FRI	Ņ	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \
	Y, PRI V V V V V V V V	Ņ	> > > > > > > > > > > > > > > > > > >
	V FRI V	Ņ	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
	Y, PRI V V V V	Ņ	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
	V FRI V	Ņ	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
	Y, PRI V V V V	Ņ	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
	Y, / FRI / V / V / V / V / V / V / V / V / V /	Ņ	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
	V FRI V V V V V V V V V V V V V V V V V V V	Ņ	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
	V FRI V V V V V V V V V V V V V V V V V V V	Ņ	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
	/ FRI VVVVVVVVVVVVVVVVVVVVVVVVVVVVVVVVVVV	Ņ	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
	V FRI V V V V V V V V V V V V V V V V V V V	Ņ	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
	/ FRI VVVVVVVVVVVVVVVVVVVVVVVVVVVVVVVVVVV	Ņ	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
	/ FRI VVVVVVVVVVVVVVVVVVVVVVVVVVVVVVVVVVV	Ņ	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
		777777777777777777777777777777777777777	



Full Name of Manager: Get - Singuicinte Day: Thursday
Nature of Operation: Carl Barrat Date: 16/09/20 21
Operation Level: (LOW) / MEDIUM / HIGH
(Refer to additional Risk Assessments):
Estimated Attendance: Number of SIA Door Staff: 6
Signed:
Please tick & sign completed during Open Process/Unit Checks: CCTV recording
Fire and Security Checks completed
Level of ID Check in place as required
Searching policy Level in place as required
Ouse of drinking vessels level in place as required - all drinks deconted into plactic
O Dispersal Policy Considered for shift end & perimeter
Tenshi Pre Open SE License Checks complete if required - N/A
SIA Door Staff Present as required & inducted, badges on show
All duty staff have required Alcohol Training (See License) as required
When all complete: I (the person named and signed below) have completed the operational checks:
Signed: Print Name: Ord Swaveciate Date: 16/09/2021
DPS Reviewed if required:
Signed: Date: 16012



Full Name of Manager: Greta Simuricine Day: Friday
Nature of Operation: Nightclub Date: 17/09/2021
Operation Level: LOW / MEDIUM / HIGH
(Refer to additional Risk Assessments):
Estimated Attendance: &OO Number of SIA Door Staff: 11
Signed:
Please tick & sign completed during Open Process/Unit Checks:
© CCTV recording
Fire and Security Checks completed
Use Level of ID Check in place as required
Searching policy Level in place as required
Use of drinking vessels level in place as required
O Dispersal Policy Considered for shift end & perimeter
Tenshi Pre Open SE License Checks complete if required
SIA Door Staff Present as required & inducted, badges on show
All duty staff have required Alcohol Training (See License) as required
When all complete:
I (the person named and signed below) have completed the operational checks:
Signed: Print Name: Greta Simavicinte Date: 17/09/2021
DPS Reviewed if required:
Signed: A-P-S Date: 1709721



Full Name of Manager: Geta Simuiante Day: Saturday
Nature of Operation: Bongo's Bingo Date: 18/03/2021
Operation Level: LOW / MEDIUM / HIGH
(Refer to additional Risk Assessments):
Estimated Attendance: 400 Number of SIA Door Staff: 7
Signed:
Please tick & sign completed during Open Process/Unit Checks:
⊗CCTV recording
⊘ Fire and Security Checks completed
Level of ID Check in place as required
Searching policy Level in place as required
Use of drinking vessels level in place as required
Dispersal Policy Considered for shift end & perimeter
Tenshi Pre Open SE License Checks complete if required — N/A
SIA Door Staff Present as required & inducted, badges on show
All duty staff have required Alcohol Training (See License) as required
When all complete: I (the person named and signed below) have completed the operational checks:
Signed:Print Name: Greta Sinariciate Date: 18/03/2021
DPS Reviewed if required:
Signed: Date: 180721



Full Name of Manager: Greta Simaviciate Day: Saturday
Nature of Operation: Salara Nightchub Date: 18/09/2021
Operation Level: LOW / MEDIUM / HIGH
(Refer to additional Risk Assessments):
Estimated Attendance: 1000 Number of SIA Door Staff: 14
Signed:
Please tick & sign completed during Open Process/Unit Checks:
☑ CCTV recording
Fire and Security Checks completed
⊘ Level of ID Check in place as required
Searching policy Level in place as required
☑ Use of drinking vessels level in place as required
Dispersal Policy Considered for shift end & perimeter
Tenshi Pre Open SE License Checks complete if required
SIA Door Staff Present as required & inducted, badges on show
All duty staff have required Alcohol Training (See License) as required
When all complete:
I (the person named and signed below) have completed the operational checks:
Signed: Print Name: Greta Simuliciate Date: 18/09/2021
DPS Reviewed of required:
Signed Date: 180921



Full Name of Manager: Grota Sinaviciate Day: Sunday
Nature of Operation: Witra Boxium Date: 19/09/2021
Operation Level: LOW / MEDIUM / HIGH
(Refer to additional Risk Assessments):
Estimated Attendance: 400 Number of SIA Door Staff: 7
Signed:
Please tick & sign completed during Open Process/Unit Checks:
CCTV recording
Fire and Security Checks completed
Level of ID Check in place as required
Searching policy Level in place as required
Use of drinking vessels level in place as required -all drinks decarted into place in place as required -all drinks decarted into place in
Dispersal Policy Considered for shift end & perimeter
✓ Tenshi Pre Open SE License Checks complete if required — N/A
SIA Door Staff Present as required & inducted, badges on show
All duty staff have required Alcohol Training (See License) as required
When all complete:
I (the person named and signed below) have completed the operational checks:
Signed: Print Name: Gret Sinwicinte Date: 19/09/2071
Signed: Print Name: OTEN Swell Court Date: 13/03/2011
DPS Reviewed if required:
Signes Parint Name: PS Date: 19092

WEER. WIF 19/09/2021

Managers	Nightly	Openin	g/Closing	Checklist

managers riightly Opening closing		,	T	
OPENING	THU	FRI	SAT	SUN
FULLY disable building alarm (including Tenshi)	V	U	I V	V
Turn outside lights on	v	V	V	V
Disable & mute fire alarm	<u> </u>	V	V	\ر
Turn all applicable switches on (including Tenshi)	V	V	V	V
Fill out relevant for trading RA	/	J	7	\
Venue check. Walk around whole venue and check maintenance bits/ exits not blocked.	~	J	7	V
Unlock corner door (door 2) with key - leave bolts on	~	V	J	J
Staff testing completed and sanitisers available in key areas	~	J	y	J
ATM ready		V	J	1
Check emails for any necessary information for the day	~	J	~	✓
Print out / prepare all Daily Sheets (Bar checklists, Toilet Checks. allocations, etc.)		J	J	V
Ensure A/Cs and extractors is on	~	✓	J	J
Tills on with correct prices loaded	~	~	7	J
Bars set up and ready	V	>	J	J
Tables and chairs wiped down and in correct layout	V	7	J	J
toilets checked for cleanliness, soap, toilet tissue	~	7	U	V
VIPs set up (halos on, signs, buckets), check for bookings	~	J	V	V
Check CCTV is working&recording	~	J	V	V
Smoking gate shut and door 1 locked	~	J	V	マ マ
EXIT signs stuck on windows (by door 1)	~	J	Ŋ,	V
Turn clubroom tablet on, rig AFTER	V	J	J	7
Fruit/boxing machines ON	~	J	J	J
Rope by Door 1 stairs on with correct sign		J	J	J
Club lights ON, house lights OFF	V	J	V	J
Main room rig, laptop, extension lead and projectors on	V	J	J	4
Check all TVs are on everywhere	V	Ĵ,	V	V

Manager's signature:

CLOSING	THU	FRI	SAT,	SUN
Corner door (Door 2) locked with a key	V	V	1	7,
Check roof access is locked	V	V	1	1
우~+side lights OFF	V	V	V	1
Fruit/boxing machines OFF	V	✓	1	1
Check bars with supervisor to ensure close-down is satisfactory	\checkmark	V		1
ALL PDQ machines and Halos on charge	V	V	1	
Ensure A/Cs & extractors is OFF (all rooms!)	V	V	1	1
All spirit rooms and cellars locked	V	1	1	1,
All switches OFF in Tenshi (tablet off first!)	√	V		1
Check washroom and kitchen - taps, lights, etc OFF	V	V	1	1
EXIT signs taken OFF the windows (by door 1)	V	V	1	V,
ALL toilets (clubs, staff, Tenshi) - checked for people and running taps	Ž	V	1	1
ALL doors/exits closed properly (CHECKI), locked & chained if necessary	V	J	1	1
Staff room light OFF	\ \ \	V		
Tablets, laptop, projectors shut down correctly	V	V		
Upstairs & downstairs rigs OFF!!!!!!	\checkmark	V		
Blue smoking bins hidden behind the fence		V	1	./
All swithes from the main swich panel OFF	V	V	/	/
Office lights and screeens OFF, door locked with a key	Ž	Ĭ		-
Re-enable fire alarm	Ž,	V		V
Ensure alarm is correctly armed, lock door 1 from outside :)	V	Ϋ́	-/	

Manager's signature:



Full Name of Manager: Greta Simariante Day: Friday
Nature of Operation: Nightclub Date: 24/09/2021
Operation Level: LOW / MEDIUM / HIGH
(Refer to additional Risk Assessments):
Estimated Attendance: 11 Number of SIA Door Staff: 11
Signed:
J.S. 1.0.1
Please tick & sign completed during Open Process/Unit Checks:
CCTV recording
Fire and Security Checks completed
② Level of ID Check in place as required
Searching policy Level in place as required
Use of drinking vessels level in place as required
Dispersal Policy Considered for shift end & perimeter
Tenshi Pre Open SE License Checks complete if required
SIA Door Staff Present as required & inducted, badges on show
All duty staff have required Alcohol Training (See License) as required
When all complete:
I (the person named and signed below) have completed the operational checks:
Signed: Print Name: Greta Sinculate Date: 24/09/2011
DPS Reviewed if required:
Signed: Date: 24092



Full Name of Manager: Greta Sinaviciate Day: Saturday Nature of Operation: Night club Date: 25/03/2021 Operation Level: LOW / MEDIUM / HIGH (Refer to additional Risk Assessments): Estimated Attendance: 1000 Number of SIA Door Staff: 14 Signed:
Please tick & sign completed during Open Process/Unit Checks:
CCTV recording
Fire and Security Checks completed
Level of ID Check in place as required
Searching policy Level in place as required
Use of drinking vessels level in place as required
Dispersal Policy Considered for shift end & perimeter
Venshi Pre Open SE License Checks complete if required
SIA Door Staff Present as required & inducted, badges on show
Mall duty staff have required Alcohol Training (See License) as required
When all complete:
I (the person named and signed below) have completed the operational checks:
Signed Print Name: Grein Simovicite Date: 25/05/2021
DPS Reviewed if required:
Signed:



Full Name of Manager: Greta Simavicinte Day: Sunday
Nature of Operation: Ultra HHA Date: 26/09/2021
Operation Level: (OW)/ MEDIUM / HIGH
(Refer to additional Risk Assessments):
Estimated Attendance: 400 Number of SIA Door Staff: 7
Signed:
Please tick & sign completed during Open Process/Unit Checks:
CCTV recording
Fire and Security Checks completed
♥ Level of ID Check in place as required
Searching policy Level in place as required
Use of drinking vessels level in place as required - all drinks decarted into place to place as required - all drinks decarted into place in place as required - all drinks decarted into place in place as required - all drinks decarted into place in place as required - all drinks decarted into place in place as required - all drinks decarted into place in place as required - all drinks decarted into place in place as required - all drinks decarted into place in place as required - all drinks decarted into place in place as required - all drinks decarted into place in place as required - all drinks decarted into place in place as required - all drinks decarted into place in place in place as required - all drinks decarted into place in place
Dispersal Policy Considered for shift end & perimeter
Tenshi Pre Open SE License Checks complete if required — N/A
SIA Door Staff Present as required & inducted, badges on show
M All duty staff have required Alcohol Training (See License) as required
When all complete:
I (the person named and signed below) have completed the operational checks:
Signed: Print Name: Greta Singuiciate Date: 26/69/2021
DPS Reviewed if required:
Signed! Date: 2692

	heckli			
OPENING		FRI	SAT	SUN
FULLY disable building alarm (including Tenshi)		<u> </u>	7	V
Turn outside lights on			V	/
Disable & mute fire alarm		√	✓	
Turn all applicable switches on (including Tenshi)		\mathcal{L}	✓	/
Fill out relevant for trading RA		J	7	\ \
Venue check, Walk around whole venue and check maintenance bits/		,		
exits not blocked.		J		>
Unlock corner door (door 2) with key - leave bolts on		V	✓	>
Staff testing completed and sanitisers available in key areas		$\sqrt{}$	√	√
ATM ready	-	V	V	✓
		$\overline{\mathcal{J}}$	J	V
Check emails for any necessary information for the day Print out / prepare all Daily Sheets (Bar checklists, Toilet Checks,		$\overline{\mathcal{S}}$		
allocations, etc.)		V	J	✓
Ensure A/Cs and extractors is on .		<u></u>	7	V
		J	V	J
Tills on with correct prices loaded			5	V
Bars set up and ready			J	√
Tables and chairs wiped down and in correct layout		<u> </u>		
toilets checked for cleanliness, soap, toilet tissue		- 7 -	<u> </u>	√
VIPs set up (halos on, signs, buckets), check for bookings			J	√ √
Check CCTV is working&recording		<u> </u>	<i>J</i>	V
Smoking gate shut and door 1 locked		-	√	
EXIT signs stuck on windows (by door 1)			V,	Ý
Turn clubroom tablet on, rig AFTER		<u> </u>	V	√
Fruit/boxing machines ON		<u> </u>	J	<i>✓</i> ,
Rope by Door 1 stairs on with correct sign	1	J		✓
Topo of Book I delie on Militorioc agri			J,	
Club lights ON, house lights OFF		V	V	V,
		V	V V,	
Club lights ON, house lights OFF		V	V	V,
Club lights ON, house lights OFF Main room rig, laptop, extension lead and projectors on		V	V V,	V
Club lights ON, house lights OFF Main room rig, laptop, extension lead and projectors on Check all TVs are on everywhere		V	V V	V
Club lights ON, house lights OFF Main room rig, laptop, extension lead and projectors on Check all TVs are on everywhere Manager's signature:		J	V V	\ \ \ \ \
Club lights ON, house lights OFF Main room rig, laptop, extension lead and projectors on Check all TVs are on everywhere Manager's signature: Corner door (Door 2) locked with a key		J J FRI	V V	\ \ \ \ \
Club lights ON, house lights OFF Main room rig, laptop, extension lead and projectors on Check all TVs are on everywhere Manager's signature: SCIOSING Corner door (Door 2) locked with a key Check roof access is locked		J J FRI J	V V	√ √ √,
Club lights ON, house lights OFF Main room rig, laptop, extension lead and projectors on Check all TVs are on everywhere Manager's signature: Corner door (Door 2) locked with a key Check roof access is locked Side lights OFF		FRI V	V V	√ √ √,
Club lights ON, house lights OFF Main room rig, laptop, extension lead and projectors on Check all TVs are on everywhere Manager's signature: SCIOSING Corner door (Door 2) locked with a key Check roof access is locked (`side lights OFF Fruit/boxing machines OFF		FRI V	V V	√ √ √,
Club lights ON, house lights OFF Main room rig, laptop, extension lead and projectors on Check all TVs are on everywhere Manager's signature: Corner door (Door 2) locked with a key Check roof access is locked Side lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory		FRI V	V V	√ √ √,
Club lights ON, house lights OFF Main room rig, laptop, extension lead and projectors on Check all TVs are on everywhere Manager's signature: Corner door (Door 2) locked with a key Check roof access is locked Side lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge		FRI V	V V	√ √ √,
Club lights ON, house lights OFF Main room rig, laptop, extension lead and projectors on Check all TVs are on everywhere Manager's signature: Corner door (Door 2) locked with a key Check roof access is locked Side lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!)		FRI	V V	√ √ √,
Club lights ON, house lights OFF Main room rig, laptop, extension lead and projectors on Check all TVs are on everywhere Manager's signature: Corner door (Door 2) locked with a key Check roof access is locked Side lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked		FRI	V V	√ √ √,
Club lights ON, house lights OFF Main room rig, laptop, extension lead and projectors on Check all TVs are on everywhere Manager's signature: Corner door (Door 2) locked with a key Check roof access is locked Side lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!)		FRI V V V V V V V V V V V V V V V V V V V	V V	√ √ √,
Club lights ON, house lights OFF Main room rig, laptop, extension lead and projectors on Check all TVs are on everywhere Manager's signature: SECSING Corner door (Door 2) locked with a key Check roof access is locked Side lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF		FRI	V V	√ √ √,
Club lights ON, house lights OFF Main room rig, laptop, extension lead and projectors on Check all TVs are on everywhere Manager's signature: SEOSING Corner door (Door 2) locked with a key Check roof access is locked ('side lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1)		FRI	V V	√ √ √,
Club lights ON, house lights OFF Main room rig, laptop, extension lead and projectors on Check all TVs are on everywhere Manager's signature: Stocket Corner door (Door 2) locked with a key Check roof access is locked Side lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps		J J FRI J J J J J J	V V	√ √ √,
Club lights ON, house lights OFF Main room rig, laptop, extension lead and projectors on Check all TVs are on everywhere Manager's signature: Manager's signature: Corner door (Door 2) locked with a key Check roof access is locked 'side lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps ALL doors/exits closed properly (CHECK!), locked & chained if necessary		FRI	V V	√ √ √,
Club lights ON, house lights OFF Main room rig, laptop, extension lead and projectors on Check all TVs are on everywhere Manager's signature: Corner door (Door 2) locked with a key Check roof access is locked Side lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps ALL doors/exits closed properly (CHECK!), locked & chained if necessary Staff room light OFF		FRI	V V	\ \ \ \ \
Club lights ON, house lights OFF Main room rig, laptop, extension lead and projectors on Check all TVs are on everywhere Manager's signature: Corner door (Door 2) locked with a key Check roof access is locked Side lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps ALL doors/exits closed properly (CHECK!), locked & chained if necessary Staff room light OFF Tablets, laptop, projectors shut down correctly		J J J V J V J V V V	V V	\ \ \ \ \
Club lights ON, house lights OFF Main room rig, laptop, extension lead and projectors on Check all TVs are on everywhere Manager's signature: Corner door (Door 2) locked with a key Check roof access is locked (side lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps ALL doors/exits closed properly (CHECK!), locked & chained if necessary Staff room light OFF Tablets, laptop, projectors shut down correctly Upstairs & downstairs rigs OFF!!!!!		FRI V V V V V V V V V V V V V V V V V V V	V V	√ √ √,
Club lights ON, house lights OFF Main room rig, laptop, extension lead and projectors on Check all TVs are on everywhere Manager's signature: Corner door (Door 2) locked with a key Check roof access is locked Side lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps ALL doors/exits closed properly (CHECK!), locked & chained if necessary Staff room light OFF Tablets, laptop, projectors shut down correctly Upstairs & downstairs rigs OFF!!!!!! Blue smoking bins hidden behind the fence		FRI V V V V V V V V V V V V V V V V V V V	V V	√ √ √,
Club lights ON, house lights OFF Main room rig, laptop, extension lead and projectors on Check all TVs are on everywhere Manager's signature: Corner door (Door 2) locked with a key Check roof access is locked Side lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps ALL doors/exits closed properly (CHECK!), locked & chained if necessary Staff room light OFF Tablets, laptop, projectors shut down correctly Upstairs & downstairs rigs OFF!!!!!! Blue smoking bins hidden behind the fence All swithes from the main swich panel OFF		FRI	V V	\ \ \ \ \
Club lights ON, house lights OFF Main room rig, laptop, extension lead and projectors on Check all TVs are on everywhere Manager's signature: Cosing Corner door (Door 2) locked with a key Check roof access is locked Side lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps ALL doors/exits closed properly (CHECK!), locked & chained if necessary Staff room light OFF Tablets, laptop, projectors shut down correctly Upstairs & downstairs rigs OFF!!!!!! Blue smoking bins hidden behind the fence All swithes from the main swich panel OFF Office lights and screeens OFF, door locked with a key		FRI V V V V V V V V V V V V V V V V V V V	V V	\ \ \ \ \
Club lights ON, house lights OFF Main room rig, laptop, extension lead and projectors on Check all TVs are on everywhere Manager's signature: Costing Corner door (Door 2) locked with a key Check roof access is locked Side lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps ALL doors/exits closed properly (CHECK!), locked & chained if necessary Staff room light OFF Tablets, laptop, projectors shut down correctly Upstairs & downstairs rigs OFF!!!!!! Blue smoking bins hidden behind the fence All swithes from the main swich panel OFF		FRI	V V	\ \ \ \ \



Full Name of Manager: BEN BIACKUE!! Day: FRIDAY
Nature of Operation: NIGHT CIB Date: DI/10/262
Operation Level: LOW / MEDIUM / HIGH
(Refer to additional Risk Assessments).
Estimated Attendance: SOO Number of SIA Door Staff: //
Signed:
Please tick & sign completed during Coen Process/Unit Checks:
⊘CCTV recording
CLevel of ID Check in place as required
Searching policy Level in place as required
Ouse of drinking vessels level in place as required
Dispersal Policy Considered for shift end & perimeter
Tenshi Pre Open SE License Checks complete if required
SIA Door Staff Present as required a inducted, badges on show
All duty staff have required Alcohol Training (See License) as required
When all complete:
(the person named and signed below) have completed the operational checks:
Signed: Print Name: SN BLACKWELL Date: 01/10/2021
DPS Reviewed if required:
Signed: Date: 011021



Full Name of Manager: BEN BLACKWALL Day: SATURDAY
Nature of Operation: NGHT CUB Date: 02/10/2
Operation Level: LOW / MEDIUM) / HIGH
(Refer to additional Risk Assessments):
Estimated Attendance: 1000 Number of SIA Door Staff: 14
Signed:_
Please tick & sign completed during Open Process/Unit Checks:
©CCTV recording
Fire and Security Checks completed
© Level of ID Check in place as required
Searching policy Level in place as required
Use of drinking vessels level in place as required
Dispersal Policy Considered for shift end & perimeter
SIA Door Staff Present as required & inducted, badges on show
All duty staff have required Alcohol Training (See License) as required
When all complete:
I (the person named and signed below) have completed the operational checks:
Signed: Date: 02/10/21
DPS Reviewed if required:
Signed:

WEEK () 2/10/202).

Managers Nightly Opening/Closing Ch OPENING	FRI	SAT	SUN
FULLY disable building alarm (including Tenshi)		37.	300
Turn outside lights on		+>-	<u> </u>
Disable & mute fire alarm		 	<u> </u>
Turn all applicable switches on (including Tenshi)			
Fill out relevant for trading RA			
Venue check. Walk around whole venue and check maintenance bits/			
exits not blocked.		5	
Unlock corner door (door 2) with key - leave bolts on		-	
Staff testing completed and sanitisers available in key areas			
ATM ready			
Check emails for any necessary information for the day			
Print out / prepare all Daily Sheets (Bar checklists, Toilet Checks.			
allocations, etc.)			
Ensure A/Cs and extractors is on			
Tills on with correct prices loaded			
Bars set up and ready	+	1	
Tables and chairs wiped down and in correct layout		 	
ALL toilets checked for cleanliness, soap, toilet tissue	+		
VIPs set up (halos on, signs, buckets), check for bookings			
Check CCTV is working&recording	- 		
noking gate shut and door 1 locked	+	9	
EXIT signs stuck on windows (by door 1)			
Turn clubroom tablet on, rig AFTER			
Fruit/boxing machines ON			
Rope by Door 1 stairs on with correct sign		يسر	
Club lights ON, house lights OFF	\rightarrow		
	- 		·····
Main room rig, laptop, extension lead and projectors on Check all TVs are on everywhere	<u> </u>		
Manager's signature:	<u> </u>		
CLOSING	FRI	SAT	SUN
Corner door (Door 2) locked with a key	-		
Check roof access is locked			
Check roof access is locked Outside lights OFF			
Check roof access is locked Outside lights OFF Fruit/boxing machines OFF			
Check roof access is locked Outside lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory		/	
Check roof access is locked Outside lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge		/	
Check roof access is locked Outside lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on chargesure A/Cs & extractors is OFF (all rooms!)			
Check roof access is locked Outside lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge .sure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked			
Check roof access is locked Outside lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on chargesure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!)			
Check roof access is locked Outside lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on chargesure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF			
Check roof access is locked Outside lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on chargesure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1)			
Check roof access is locked Outside lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge .sure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps			
Check roof access is locked Outside lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge .sure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps ALL doors/exits closed properly (CHECKI), locked & chained if necessary			
Check roof access is locked Outside lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on chargesure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps ALL doors/exits closed properly (CHECKI), locked & chained if necessary Staff room light OFF			
Check roof access is locked Outside lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on chargesure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps ALL doors/exits closed properly (CHECKI), locked & chained if necessary Staff room light OFF Tablets, laptop, projectors shut down correctly			
Check roof access is locked Outside lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge .sure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps ALL doors/exits closed properly (CHECK!), locked & chained if necessary Staff room light OFF Tablets, laptop, projectors shut down correctly Upstairs & downstairs rigs OFF!!!!!!			
Check roof access is locked Outside lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge .sure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps ALL doors/exits closed properly (CHECK!), locked & chained if necessary Staff room light OFF Tablets, laptop, projectors shut down correctly Upstairs & downstairs rigs OFF!!!!!! Blue smoking bins hidden behind the fence			
Check roof access is locked Outside lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge .sure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps ALL doors/exits closed properly (CHECK!), locked & chained if necessary Staff room light OFF Tablets, laptop, projectors shut down correctly Upstairs & downstairs rigs OFF!!!!!! Blue smoking bins hidden behind the fence All swithes from the main swich panel OFF			
Check roof access is locked Outside lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge sure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps ALL doors/exits closed properly (CHECK!), locked & chained if necessary Staff room light OFF Tablets, laptop, projectors shut down correctly Upstairs & downstairs rigs OFF!!!!!! Blue smoking bins hidden behind the fence All swithes from the main swich panel OFF Office lights and screeens OFF, door locked with a key			
Check roof access is locked Outside lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge			



Full Name of Manager: DEN ISLACKWFTL	Day: 8/ 10/2021
Nature of Operation: <u>NIGHTELINS</u>	Date: FRIDAY
Operation Level: LOW / MEDIUM / HIGH	. •
(Refer to additional Risk Assessments):	
Estimated Attendance: 800 Number of SIA	Door Staff:
Signed:	
Please tick & sign completed during Codn Process/Unit Checks:	
⊘CCTV recording	
Fire and Security Checks completed	•
(Level of ID Check in place as required	
Searching policy Level in place as required	
Use of drinking vessels level in place as required	
Obspersal Policy Considered for shift end & perimeter	
Tenshi Pre Open SE License Checks complete if required	
SIA Door Staff Present as required & inducted, badges on show	
All duty staff have required Alcohol Training (See License) as required	
When all complete:	
I (the person named and signed below) have completed the operational	checks:
Signed: BEN BACKWELL	Date: <u>8/10/21</u>
· · · · · · · · · · · · · · · · · · ·	
DPS Reviewed if required:	
Signed Brint Name: APS	Date: 081021



Full Name of Manager: STN BAKWELL Day: Sakuday
Nature of Operation: Night Club Date: 9/10/2021
Operation Level: LOW / MEDIUM / HIGH
(Refer to additional Risk Assessments):
Estimated Attendance: 1000 Number of SIA Door Staff: 14
Signed:
Please tick & sign completed during Cpan Process/Unit Checks:
⊘CCTV recording
○ Level of ID Check in place as required
Searching policy Level in place as required
Use of drinking vessels level in place as required
O Dispersal Policy Considered for shift end & perimeter
Tenshi Pre Open SE License Checks complete if required
SIA Door Staff Present as required & inducted, badges on show
☐ All duty staff have required Alcoholationing (See License) as required
When all complete:
I (the person named and signed below) have completed the operational checks:
Signed: Print Name: 1981 BLK LWFLL Date: 09/10/202
DPS Reviewed if required:
Print Name: A-P) Date: 09(02)

WEEK. 10/10/2021

Managers Nightly Opening/Closing Checklist **SUN** COENING. FRI SAT _ FULLY disable building alarm (including Tenshi) Turn outside lights on Disable & mute fire alarm Turn all applicable switches on (including Tenshi) Fill out relevant for trading RA Venue check, Walk around whole venue and check maintenance bits/ exits not blocked. Unlock corner door (door 2) with key - leave boits on Staff testing completed and sanitisers available in key areas ATM ready Check emails for any necessary information for the day Print out / prepare all Daily Sheets (Bar checklists, Toilet Checks. allocations, etc.) Ensure A/Cs and extractors is on Tills on with correct prices loaded Bars set up and ready Tables and chairs wiped down and in correct layout ALL toilets checked for cleanliness, soap, toilet tissue 's set up (halos on, signs, buckets), check for bookings Check CCTV is working&recording Smoking gate shut and door 1 locked EXIT signs stuck on windows (by door 1) Turn clubroom tablet on, rig AFTER Fruit/boxing machines ON Rope by Door 1 stairs on with correct sign Club lights ON, house lights OFF Main room rig, laptop, extension lead and projectors on Check all TVs are on everywhere Manager's signature: CLOSING SAT SUN Corner door (Door 2) locked with a key Check roof access is locked Outside lights OFF it/boxing machines OFF Cneck bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps ALL doors/exits closed properly (CHECK!), locked & chained if necessary Staff room light OFF Tablets, laptop, projectors shut down correctly Upstairs & downstairs ngs OFF!!!!!! Blue smoking bins hidden behind the fence All swithes from the main swich panel OFF Office lights and screeens OFF, door locked with a key Re-enable fire alarm 7 Ensure alarm is correctly armed, lock door 1 from outside :) Manager's signature:



Full Name of Manager:	BEN BLACKWI	71	Day: FR	DAY	
Nature of Operation:	VIGHTCIUIS		Date: 15	^{rn} October	-202
Operation Level: L	OW MEDIUM	HIGH	• •		
(Refer to additional Risk A	ssessments,	•			
Estimated Attendance:	800	Number of	SIA Door Staff:_	//	
Signed:				•	
V			·	· · · · · · · · · · · · · · · · · · ·	;
_,					
Please tick & sign complete	ted during Open Process	s/Unit Checks:			
CCTV recording	; 1		.*	9-1	
Fire and Security Check	ks completed		٠.		
○ Level of ID Check in pla					
Searching policy Level					
Use of drinking vessels	level in place as require	ed	• . •		
Dispersal Policy Consid	ered for shi : end & per	imeter			
Tenshi Pre Open SE Lic	ense Checks complete if	required			
SIA Door Staff Present	as required & inducted,	badges on show			
All duty staff have requ	uired Alcoho. Training (S	ee License) as reg	uired		
When all complete:					
I (the person named and s	igned below) ave com	pleted the operati	onal checks:		
	i				
Signed;	Print Name:	SLACKWELL	Date: <u>/</u> 5	Colope.	2021
	•				
DPS Reviewed if required:	.· 		•	:	
Signed:_	Print Name:	31821	Date:	······································	



Full Name of Manager: Greta Simovicite Day: Saturday
Nature of Operation: Bongo's Bingo Date: 16/10\$/ 2071
Operation Level: LOW / MEDIUM / HIGH
(Refer to additional Risk Assessments):
Estimated Attendance: Soo Number of SIA Door Staff: 6
Signed:
Please tick & sign completed during Open Process/Unit Checks:
CCTV recording
Fire and Security Checks completed
Level of ID Check in place as required
Searching policy Level in place as required
Use of drinking vessels level in place as required
Dispersal Policy Considered for shift end & perimeter
Tenshi Pre Open SE License Checks complete if required - N /A
SIA Door Staff Present as required & inducted, badges on show
Mall duty staff have required Alcohol Training (See License) as required
When all complete: I (the person named and signed below) have completed the operational checks:
T(the person named and signed below) have completed the operational checks.
Signed Print Name: Gret Simaveinte Date: 16/108/2021
DPS Reviewed if required:
Signed Signed Print Name: Date: 161021



Full Name of Manager: 65 cla Sinevicinta	Day: Setu odou
Nature of Operation: Nightclub	Date: 6 / 10 \$ / 202
Operation Level: LOW / MEDIUM / HIG	н
(Refer to additional Risk Assessments):	
Estimated Attendance:	Number of SIA Door Staff: 14
Signed:	
	
Please tick & sign completed during Open Process/Un	iit Checks:
CCTV recording	
Fire and Security Checks completed	
Level of ID Check in place as required	
Searching policy Level in place as required	
Use of drinking vessels level in place as required	
Dispersal Policy Considered for shift end & perime	ter
Tenshi Pre Open SE License Checks complete if req	uired
SIA Door Staff Present as required & inducted, bad	lges on show
All duty staff have required Alcohol Training (See L	icense) as required
When all complete:	
I (the person named and signed below) have complet	ed the operational checks:
Signed: Print Name: God Signed:	novi cinte Date: 16/10\$ / 2021
DPS Reviewed if required:	S Date: 161021
Signed:≤ Print Name:	Date: (3)

Managers Nightly Opening/Closing Checklist CORENING . SUN SAT FULLY disable building alarm (including Tenshi) Turn outside lights on Disable & mute fire alarm Turn all applicable switches on (including Tenshi) Fill out relevant for trading RA Venue check, Walk around whole venue and check maintenance bits/ exits not blocked. Unlock corner door (door 2) with key - leave bolts on Staff testing completed and sanitisers available in key areas ATM ready ✓ Check emails for any necessary information for the day Print out / prepare all Daily Sheets (Bar checklists, Toilet Checks. allocations, etc.) Ensure A/Cs and extractors is on Tills on with correct prices loaded **~** Bars set up and ready Tables and chairs wiped down and in correct layout ALL toilets checked for cleanliness, soap, toilet tissue J 3 set up (halos on, signs, buckets), check for bookings Check CCTV is working&recording Smoking gate shut and door 1 locked EXIT signs stuck on windows (by door 1) V Turn clubroom tablet on, rig AFTER Fruit/boxing machines ON Rope by Door 1 stairs on with correct sign マ Club lights ON, house lights OFF Main room rig, laptop, extension lead and projectors on Check all TVs are on everywhere Manager's signature: CLOSING FRI 1/SAT SUN Corner door (Door 2) locked with a key Check roof access is locked Outside lights OFF Fr-it/boxing machines OFF / Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked ____ All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) _ ___ ALL toilets (clubs, staff, Tenshi) - checked for people and running taps ALL doors/exits closed properly (CHECKI), locked & chained if necessary Staff room light OFF Tablets, laptop, projectors shut down correctly Upstairs & downstairs ngs OFF!!!!!! Blue smoking bins hidden behind the fence All swithes from the main swich panel OFF Office lights and screeens OFF, door locked with a key _ Re-enable fire alarm / Ensure alarm is correctly armed, lock door 1 from outside :) Manager's signature:



Full Name of Manager:	Geta	Simoveciul	e		Day: Fric	lon
Nature of Operation:		Nightdub	J	•	Date: <u>22/</u>	10/2021
Operation Level:	LOW /	MEDIUM /	HIGH			
(Refer to additional Ris	k Assessm	ents):				
Estimated Attendance:		800		Number of SIA D	oor Staff:	11
Signed:						
Please tick & sign comp	oleted duri	ing Open Proces	ss/Unit	Checks:		
CCTV recording						
Fire and Security Ch						
Level of ID Check in	place as re	equired				
Searching policy Lev	el in place	e as required				
Use of drinking vess	els level ir	place as requir	red			
Dispersal Policy Con	sidered fo	or shift end & pe	rimete	r		
Tenshi Pre Open SE	License Ch	necks complete	if requ	ired		
SIA Door Staff Prese	int as requ	iired & inducted	i, badg	es on show		
All duty staff have r	equired Al	lcohol Training (See Lic	ense) as required		
When all complete: I (the person named ar	nd signed l	below) have cor	mpleter	d the operational	checks:	
Signed:	_ Print Na	ame: Grea	S	inaviciule_	Date: 2	<u> 5/10/50</u> 51
DPS Reviewed if requir	ed:		•	_		
Signed:	Print Na	ame:	1.125		Date: Z	21021



Full Name of Manager: 614a Simulaite Day: Salutdan
Nature of Operation: Nightclub Date: 24/10/2021
Operation Level: LOW / (MEDIUM) / HIGH
(Refer to additional Risk Assessments):
Estimated Attendance: 1000 Number of SIA Door Staff: 14
Signed:
Please tick & sign completed during Open Process/Unit Checks:
CCTV recording
Fire and Security Checks completed
Level of ID Check in place as required
Searching policy Level in place as required
Use of drinking vessels level in place as required
Dispersal Policy Considered for shift end & perimeter
Tenshi Pre Open SE License Checks complete if required
SIA Door Staff Present as required & inducted, badges on show
All duty staff have required Alcohol Training (See License) as required
When all complete:
I (the person named and signed below) have completed the operational checks:
Signed: Print Name: 6 reta Simaniite Date: 23/10/2021
DPS Reviewed if required:
Signed: Date: 23/02/



Full Name of Manager: Get Sinaviciale Day: Sunday
Nature of Operation: Boxing Date: 24/10/2021
Operation Level: (LOW)/ MEDIUM / HIGH
(Refer to additional Risk Assessments):
Estimated Attendance: 500 Number of SIA Door Staff: 8
Signed:
Please tick & sign completed during Open Process/Unit Checks:
CCTV recording
Fire and Security Checks completed
Level of ID Check in place as required
Searching policy Level in place as required
Suse of drinking vessels level in place as required - ALL drinks decembed into plashit drinking vessels
O Dispersal Policy Considered for shift end & perimeter
Tenshi Pre Open SE License Checks complete if required - N/A
SIA Door Staff Present as required & inducted, badges on show
All duty staff have required Alcohol Training (See License) as required
When all complete:
I (the person named and signed below) have completed the operational checks:
Signed: Print Name: Gala Simula Date: 24/10/2071
DPS Reviewed if required:
Signed: Date: Z10 Z [

Week: 24/10/2021

Managers Nightly Opening/Closing Checklist OPENING FRI SAT SUN FULLY disable building alarm (including Tenshi) Turn outside lights on Disable & mute fire alarm V Turn all applicable switches on (including Tenshi) Fill out relevant for trading RA Venue check. Walk around whole venue and check maintenance bits/ exits not blocked. Essure all those surfaces are dry, safe 2 free of defect Unlock corner door (door 2) with key - leave bolts on Staff testing completed and sanitisers available in key areas ATM ready Check emails for any necessary information for the day Print out / prepare all Daily Sheets (Bar checklists, Toilet Checks, allocations, etc.) Ensure A/Cs and extractors is on Tills on with correct prices loaded Bars set up and ready Tables and chairs wiped down and in correct layout foilets checked for cleanliness, soap, toilet tissue VIPs set up (halos on, signs, buckets), check for bookings Check CCTV is working&recording Smoking gate shut and door 1 locked V EXIT signs stuck on windows (by door 1) Turn clubroom tablet on, rig AFTER Fruit/boxing machines ON Rope by Door 1 stairs on with correct sign Club lights ON, house lights OFF Main room rig, laptop, extension lead and projectors on Check all TVs are on everywhere Manager's signature: SUN CLOSING FRI SAT Corner door (Door 2) locked with a key Check roof access is locked rtside lights OFF in uit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory / ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF _ EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps _____ ALL doors/exits closed properly (CHECK!), locked & chained if necessary Staff room light OFF Tablets, laptop, projectors shut down correctly Upstairs & downstairs rigs OFF!!!!!! Blue smoking bins hidden behind the fence All swithes from the main swich panel OFF Office lights and screeens OFF, door locked with a key Re-enable fire alarm Ensure alarm is correctly armed, lock door 1 from outside :) Manager's signature:



Full Name of Manager: Greta Simericule	Day: Friday
Nature of Operation: Night club	Date: 29/10/2021
Operation Level: LOW / MEDIUM / HIGH	
(Refer to additional Risk Assessments):	
Estimated Attendance: 200 Numb	per of SIA Door Staff:
Signed:	
Please tick & sign completed during Open Process/Unit Checks	::
⊘ CCTV recording	
Fire and Security Checks completed	
Level of ID Check in place as required	
Searching policy Level in place as required	
Use of drinking vessels level in place as required	
✓ Dispersal Policy Considered for shift end & perimeter	
Tenshi Pre Open SE License Checks complete if required	
SIA Door Staff Present as required & inducted, badges on sl	how
All duty staff have required Alcohol Training (See License) a	s required
When all complete: I (the person named and signed below) have completed the op-	perational checks:
Signed: Print Name: Geta Simovi	unte Date: 29/10/2021
DPS Reviewed if required:	
Signed:	Date: 291021



Fuil Name of Manager: Gross Simulante Day: Saturday
Nature of Operation: Negligible Date: 30/10/2021
Operation Level: LOW / MEDIUM / HIGH
(Refer to additional Risk Assessments):
Estimated Attendance: 1000 Number of SIA Door Staff: 14
Signed:
Please tick & sign completed during Open Process/Unit Checks:
CCTV recording
Fire and Security Checks completed
Level of ID Check in place as required
Searching policy Level in place as required
Use of drinking vessels level in place as required
Dispersal Policy Considered for shift end & perimeter
Tenshi Pre Open SE License Checks complete if required
SIA Door Staff Present as required & inducted, badges on show
All duty staff have required Alcohol Training (See License) as required
When all complete:
I (the person named and signed below) have completed the operational checks:
Signed: Print Name: Grob Sivasione Date: 30/10/2021
DPS Reviewed if required:
Signed: Date: 30021

WEEK. W/E SN/ 10/2021 Managers Nightly Opening/Closing Checklist OPENING FRI SUN SAT FULLY disable building alarm (including Tenshi) Turn outside lights on Disable & mute fire alarm V Turn all applicable switches on (including Tenshi) V Fill out relevant for trading RA Venue check. Walk around whole venue and check maintenance bits/ exits not blocked. Ensure all floor surfects one dig, sufe and feet of defect Unlock corner door (door 2) with key - leave bolts on Staff testing completed and sanitisers available in key areas J ATM ready Check emails for any necessary information for the day Print out / prepare all Daily Sheets (Bar checklists, Toilet Checks. allocations, etc.) Ensure A/Cs and extractors is on Tills on with correct prices loaded V Bars set up and ready J Tables and chairs wiped down and in correct layout toilets checked for cleanliness, soap, toilet tissue J VIPs set up (halos on, signs, buckets), check for bookings Check CCTV is working&recording Smoking gate shut and door 1 locked J EXIT signs stuck on windows (by door 1) V Turn clubroom tablet on, rig AFTER J Fruit/boxing machines ON J Rope by Door 1 stairs on with correct sign V Club lights ON, house lights OFF J Main room rig, laptop, extension lead and projectors on Ū Check all TVs are on everywhere J Manager's signature: CLOSING SAT SUN Corner door (Door 2) locked with a key Check roof access is locked Outside lights OFF . uit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps ALL doors/exits closed properly (CHECK!), locked & chained if necessary Staff room light OFF Tablets, laptop, projectors shut down correctly Upstairs & downstairs rigs OFF!!!!!! Blue smoking bins hidden behind the fence All swithes from the main swich panel OFF Office lights and screeens OFF, door locked with a key Re-enable fire alarm Ensure alarm is correctly armed, lock door 1 from outside :)

Manager's signature:



Full Name of Manager: Gold Simuliciate Day: Friday
Nature of Operation: Nature of Operation: Nature of Operation: Date: 05/11/2021
Operation Level: LOW / MEDIUM / HIGH
(Refer to additional Risk Assessments):
Estimated Attendance: 800 Number of SIA Door Staff: 11
Signed:_
//
Please tick & sign completed during Open Process/Unit Checks:
CCTV recording
Fire and Security Checks completed
Level of ID Check in place as required
Searching policy Level in place as required
℧Use of drinking vessels level in place as required
Dispersal Policy Considered for shift end & perimeter
Tenshi Pre Open SE License Checks complete if required
SIA Door Staff Present as required & inducted, badges on show
All duty staff have required Alcohol Training (See License) as required
When all complete:
I (the person named and signed below) have completed the operational checks:
Signed: Print Name: Gath Surviciole Date: 05/11/2021
DPS Reviewed if required:
Signed Print Name: A-P-S Date: 051121



Full Name of Manager: 684a Sincriciale Day: Saturday
Nature of Operation: Nightchub Date: 06/11/2021
Operation Level: LOW / MEDIUM / HIGH
(Refer to additional Risk Assessments):
Estimated Attendance: 1000 Number of SIA Door Staff: 14
Signed:
Please tick & sign completed during Open Process/Unit Checks:
Fire and Security Checks completed
Level of ID Check in place as required
Searching policy Level in place as required
Use of drinking vessels level in place as required
Obspersal Policy Considered for shift end & perimeter
Tenshi Pre Open SE License Checks complete if required
SIA Door Staff Present as required & inducted, badges on show
All duty staff have required Alcohol Training (See License) as required
When all complete: I (the person named and signed below) have completed the operational checks:
Tale parson named and signed solony have sompleted and appropriate
Signed: Print Name: Orba Simuviciale Date: 06/11/2021
DPS Reviewed if required:
Signede Date: 06 112

WEEK. WIE OHALI 2021

Managers Nightly Opening/Closing C	hecklist		
OPENING	FRI	SAT	SUN
FULLY disable building alarm (including Tenshi)		1	4
Turn outside lights on		V	
Disable & mute fire alarm		V	
Turn all applicable switches on (including Tenshi)		J	
Fill out relevant for trading RA		J	
Venue check. Walk around whole venue and check maintenance bits/		V	Ì
exits not blocked. Ensure all those surfaces are dig, safe & tree of defect			
Unlock corner door (door 2) with key - leave bolts on		1	1
Staff testing completed and sanitisers available in key areas		V	
ATM ready		1	1
Check emails for any necessary information for the day		V	1
Print out / prepare all Daily Sheets (Bar checklists, Toilet Checks.		 ,	1
allocations, etc.)		/	
Ensure A/Cs and extractors is on	J	V	
Tills on with correct prices loaded	J	V	T
Bars set up and ready	V	V	İ
Tables and chairs wiped down and in correct layout	J	1	
At toilets checked for cleanliness, soap, toilet tissue		J	
Vir's set up (halos on, signs, buckets), check for bookings		7	
Check CCTV is working&recording		J	
Smoking gate shut and door 1 locked		V	
EXIT signs stuck on windows (by door 1)	Ť	7	
Turn clubroom tablet on, rig AFTER	1	1	
Fruit/boxing machines ON	T V	1	
Rope by Door 1 stairs on with correct sign	— 	7	[
Club lights ON, house lights OFF		J	
Main room rig, laptop, extension lead and projectors on		J	<u> </u>
Check all TVs are on everywhere	T j	7	
Manager's signature:			
ELECSING	∕″ FRI	SAT	SUN
Corner door (Door 2) locked with a key	1.7	7	
Check roof access is locked		√	
Qutside lights OFF	1,/	1	
_it/boxing machines OFF	1 1	V	
Check bars with supervisor to ensure close-down is satisfactory	1	1	
ALL PDQ machines and Halos on charge	V	1	
Ensure A/Cs & extractors is OFF (all rooms!)	V	V	
All spirit rooms and cellars locked	1	1	
All switches OFF in Tenshi (tablet off first!)	J	1	
Check washroom and kitchen - taps, lights, etc OFF	V	V	
EXIT signs taken OFF the windows (by door 1)	J	√	
ALL toilets (clubs, staff, Tenshi) - checked for people and running taps	V	J	
	1	1	
ALL doors/exits closed properly (CHECK!), locked & chained if necessary		1	
ALL doors/exits closed properly (CHECK!), locked & chained if necessary Staff room light OFF	- 1 7	•	
		V	
Staff room light OFF	J J	7	
Staff room light OFF Tablets, laptop, projectors shut down correctly Upstairs & downstairs rigs OFF!!!!! Blue smoking bins hidden behind the fence			
Staff room light OFF Tablets, laptop, projectors shut down correctly Upstairs & downstairs rigs OFF!!!!!! Blue smoking bins hidden behind the fence All swithes from the main swich panel OFF	V	✓ ✓	
Staff room light OFF Tablets, laptop, projectors shut down correctly Upstairs & downstairs rigs OFF!!!!! Blue smoking bins hidden behind the fence All swithes from the main swich panel OFF Office lights and screeens OFF, door locked with a key	J	<i>y</i>	
Staff room light OFF Tablets, laptop, projectors shut down correctly Upstairs & downstairs rigs OFF!!!!!! Blue smoking bins hidden behind the fence All swithes from the main swich panel OFF Office lights and screeens OFF, door locked with a key Re-enable fire alarm	<i>y</i>	\ \ \ \ \ \	
Staff room light OFF Tablets, laptop, projectors shut down correctly Upstairs & downstairs rigs OFF!!!!! Blue smoking bins hidden behind the fence All swithes from the main swich panel OFF Office lights and screeens OFF, door locked with a key		\ \ \ \ \ \ \ \ \ \	



Full Name of Manager: BEN BLACKWELL Day: FRIVAY
Nature of Operation: NGHTCUB Date: 12/11/21
Operation Level: LOW / MEDIUM HIGH
(Refer to additional Risk Assessments):
Estimated Attendance: 800 Number of SIA Door Staff: //
Signed:_
Please tick & sign completed during Open Process/Unit Checks:
⟨CCTV recording
Fire and Security Checks completed
Level of ID Check in place as required
Searching policy Level in place as required
✓ Use of drinking vessels level in place as required
Dispersal Policy Considered for shift end & perimeter
Tenshi Pre Open SE License Checks complete if required
SIA Door Staff Present as required & inducted, badges on show
All duty staff have required Alcohol Training (See License) as required
When all complete:
I (the person named and signed below) have completed the operational checks:
Signed: Date: 12/11/2)
DPS Rev <u>iewed if required:</u>
Signed Date: 12112 (



Full Name of Manager: Greta Simulaide Day: Saturdon
Nature of Operation: Wightelub Date: 13/11/2021
Operation Level: LOW / (MEDIUM) / HIGH
(Refer to additional Risk Assessments):
Estimated Attendance: 1000 Number of SIA Door Staff: 14
Signed:
Please tick & sign completed during Open Process/Unit Checks:
CCTV recording
⊘ Fire and Security Checks completed
Level of ID Check in place as required
Searching policy Level in place as required
Use of drinking vessels level in place as required
☑ Dispersal Policy Considered for shift end & perimeter
√ Tenshi Pre Open SE License Checks complete if required
SIA Door Staff Present as required & inducted, badges on show
All duty staff have required Alcohol Training (See License) as required
When all complete:
I (the person named and signed below) have completed the operational checks:
Signed: Print Name: Greha Simuliate Date: 13/11/2021
Signed Print Name:

WEEK. 14/11/21

Managers Nightly Opening/Closing Che	* **		
OPENING	FRI	SAT	SUN
FULLY disable building alarm (Including Tenshi)	7,	1	
Turn outside lights on		V	
Disable & mute fire alarm		\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	
Turn all applicable switches on (including Tenshi)	/	\ \sigma_{\empty}	
Fill out relevant for trading RA		V	
Venue check. Walk around whole venue and check maintenance bits/ exits not blocked. Ensure ALL FLOOR SURFALES ARE DRY, SAFE * FREE OF DEFECT		/	
Unlock comer door (door 2) with key - leave bolts on	$\overline{}$	7	
Staff testing completed and sanitisers available in key areas	+	. /	
		 	
ATM ready		J.	
Check emails for any necessary information for the day			
Print out / prepare all Daily Sheets (Bar checklists, Toilet Checks. allocations, etc.)			
Ensure A/Cs and extractors is on	+		
	+	U	
Tills on with correct prices loaded	-		
Bars set up and ready			
Thies and chairs wiped down and in correct layout			
A.t. toilets checked for cleanliness, soap, toilet tissue	+	7	······································
VIPs set up (halos on, signs, buckets), check for bookings		<i>'</i>	
Check CCTV is working&recording	\perp	<i>J</i>	
Smoking gate shut and door 1 locked		\ <u>\</u>	
EXIT signs stuck on windows (by door 1)		ν <u>,</u>	
Turn clubroom tablet on, rig AFTER		\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	
Fruit/boxing machines ON		✓,	
Rope by Door 1 stairs on with correct sign		✓ ,	
Club lights ON, house lights OFF		/ :	
		<u> </u>	
	1	Š	
Check all TVs are on everywhere		ン ン ノ	
		0 0 0 0	
Check all TVs are on everywhere	FRI	✓ ✓ SAT	SUN
Check all TVs are on everywhere Manager's signature: CLOSING:	FRE	✓ ✓ SAT	SUN
Check all TVs are on everywhere Manager's signature:	FRI	SAT	SUN
Check all TVs are on everywhere Manager's signature: CLOSING Corner door (Door 2) locked with a key	FRI	SAT	SUN
Check all TVs are on everywhere Manager's signature: CLOSING: Corner door (Door 2) locked with a key Check roof access is locked .side lights OFF	FRI	SAT	SUN
Check all TVs are on everywhere Manager's signature: CEOSING: Corner door (Door 2) locked with a key Check roof access is locked side lights OFF	FRI	SAT	SUN
Check all TVs are on everywhere Manager's signature: Ceosing: Corner door (Door 2) locked with a key Check roof access is locked side lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory	FRE 1	SAT	SUN
Check all TVs are on everywhere Manager's signature: Corner door (Door 2) locked with a key Check roof access is locked Side lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge	FRI))))	SUN
Check all TVs are on everywhere Manager's signature: Corner door (Door 2) locked with a key Check roof access is locked Side lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!)		7 1 2 2 2	SUN
Check all TVs are on everywhere Manager's signature: Cerner door (Door 2) locked with a key Check roof access is locked side lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked	FRI	7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7	SUN
Check all TVs are on everywhere Manager's signature: Corner door (Door 2) locked with a key Check roof access is locked side lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!)	FRI	7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7	SUN
Check all TVs are on everywhere Manager's signature: Ceosing Corner door (Door 2) locked with a key Check roof access is locked side lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF	FRE	7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7	SUN
Check all TVs are on everywhere Manager's signature: Corner door (Door 2) locked with a key Check roof access is locked Side lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshl (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1)	FRI	7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7	SUN
Check all TVs are on everywhere Manager's signature: Corner door (Door 2) locked with a key Check roof access is locked Side lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps	FRI /	77 77 77 77 77 77 77 77 77 77 77 77 77	SUN
CECSING Corner door (Door 2) locked with a key Check roof access is locked (side lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps ALL doors/exits closed properly (CHECK!), locked & chained if necessary	FRI /	7 7 7 7 7 7 7 7 7 7 7	SUN
Check all TVs are on everywhere Manager's signature: Corner door (Door 2) locked with a key Check roof access is locked (side lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps ALL doors/exits closed properly (CHECK!), locked & chained if necessary Staff room light OFF	FRI /	7	SUN
Check all TVs are on everywhere Manager's signature: Corner door (Door 2) locked with a key Check roof access is locked Side lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps ALL doors/exits closed property (CHECK!), locked & chained if necessary Staff room light OFF Tablets, laptop, projectors shut down correctly	FRI /	77 30 70 70 70 70 70 70 70 70 70 70 70 70 70	SUN
Check all TVs are on everywhere Manager's signature: Cerosing Corner door (Door 2) locked with a key Check roof access is locked Lide lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps ALL doors/exits closed properly (CHECK!), locked & chained if necessary Staff room light OFF Tablets, laptop, projectors shut down correctly Upstairs & downstairs ngs OFF!!!!!!	FRI /	7 / 10 / 10 / 10 / 10 / 10 / 10 / 10 / 1	SUN
Check all TVs are on everywhere Manager's signature: Corner door (Door 2) locked with a key Check roof access is locked (side lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps ALL doors/exits closed properly (CHECK!), locked & chained if necessary Staff room light OFF Tablets, laptop, projectors shut down correctly Upstairs & downstairs ngs OFF!!!!!! Blue smoking bins hidden behind the fence	FRI /	7 / 10 / 10 / 10 / 10 / 10 / 10 / 10 / 1	SUN
CLOSING Corner door (Door 2) locked with a key Check roof access is locked C side lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps ALL doors/exits closed properly (CHECK!), locked & chained if necessary Staff room light OFF Tablets, laptop, projectors shut down correctly Upstairs & downstairs ngs OFF!!!!! Blue smoking bins hidden behind the fence All swithes from the main swich panel OFF	FRI /	77 77 70 70 70 70 70 70 70 70 70 70 70 7	SUN
Check all TVs are on everywhere Manager's signature: CEOSING Corner door (Door 2) locked with a key Check roof access is locked Lide lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps ALL doors/exits closed properly (CHECK!), locked & chained if necessary Staff room light OFF Tablets, laptop, projectors shut down correctly Upstairs & downstairs ngs OFF!!!!!! Blue smoking bins hidden behind the fence	FRI /	7 / 10 / 10 / 10 / 10 / 10 / 10 / 10 / 1	SUN
CHOCK all TVs are on everywhere Manager's signature: CECOSING Corner door (Door 2) locked with a key Check roof access is locked (side lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps ALL doors/exits closed properly (CHECK!), locked & chained if necessary Staff room light OFF Tablets, laptop, projectors shut down correctly Upstairs & downstairs ngs OFF!!!!!! Blue smoking bins hidden behind the fence All switches from the main swich panel OFF Office lights and screeens OFF, door locked with a key	FRI /	77 75 70 70 70 70 70 70 70 70 70 70 70 70 70	SUN



Full Name of Manager: Greta Simuricinte Day: 19/11/2021
Nature of Operation: Nightclub Date: Friday C
Operation Level: LOW / MEDIUM / HIGH
(Refer to additional Risk Assessments):
Estimated Attendance: 800 Number of SIA Door Staff: 11
Signed:
Please tick & sign completed during Open Process/Unit Checks:
Fire and Security Checks completed
Level of ID Check in place as required
Searching policy Level in place as required
Use of drinking vessels level in place as required
ODispersal Policy Considered for shift end & perimeter
Tenshi Pre Open SE License Checks complete if required
SIA Door Staff Present as required & inducted, badges on show
All duty staff have required Alcohol Training (See License) as required
When all complete:
I (the person named and signed below) have completed the operational checks:
Signed: Print Name: God Simonicite Date: 19/11/2021
DPS Review 1
Signed Date: 191121



Full Name of Manager: Grun Simericinte Day: Saturday
Nature of Operation: Nightclub Date: 420/11/2021
Operation Level: LOW / MEDIUM HIGH
(Refer to additional Risk Assessments):
Estimated Attendance: Number of SIA Door Staff: 14
Signed:
Please tick & sign completed during Open Process/Unit Checks:
CCTV recording
Fire and Security Checks completed
Level of ID Check in place as required
Searching policy Level in place as required
Use of drinking vessels level in place as required
Dispersal Policy Considered for shift end & perimeter
Tenshi Pre Open SE License Checks complete if required
SIA Door Staff Present as required & inducted, badges on show
All duty staff have required Alcohol Training (See License) as required
When all complete:
I (the person named and signed below) have completed the operational checks:
Signed:
DPS Reviewed if required:
Signeds Date: 201121



Full Name of Manager: Grea Sinaliante Day: Sundry
Nature of Operation: Boxing Date: 21/11/2011
Operation Level: (LOW / MEDIUM / HIGH
(Refer to additional Risk Assessments):
Estimated Attandance: 600 Number of SIA Door Staff: 4
Signed:
Please tick & sign completed during Open Process/Unit Checks:
CCTV recording
Fire and Security Checks completed
Level of ID Check in place as required
Searching policy Level in place as required
Suse of drinking vessels level in place as required - All drinks decarted into which drinks
Dispersal Policy Considered for shift end & perimeter
Tenshi Pre Open SE License Checks complete if required — N/A
SIA Door Staff Present as required & inducted, badges on show
M All duty staff have required Alcohol Training (See License) as required
When all complete:
I (the person named and signed below) have completed the operational checks:
Signed: Print Name: Orda Simuriciale Date: 21/11/2021
DPS Reviewed if cequired:
Signeet Print Name: PS Date: 2(1)2 (

21/11/2021 WEEK. WIE Managers Nightly Opening/Closing Checklist SAT **SUN** OPENING: FULLY disable building alarm (including Tenshi) Turn outside lights on V Disable & mute fire alarm Turn all applicable switches on (including Tenshi) Fill out relevant for trading RA Venue check, Walk around whole venue and check maintenance bits/ exits not blocked. Encure all floor surfaces are digusafe stree of defect Unlock corner door (door 2) with key - leave bolts on Staff testing completed and sanitisers available in key areas ATM ready Check emails for any necessary information for the day Print out / prepare all Daily Sheets (Bar checklists, Toilet Checks. allocations, etc.) Ensure A/Cs and extractors is on Tills on with correct prices loaded ⊽ Bars set up and ready Tables and chairs wiped down and in correct layout ALL toilets checked for cleanliness, soap, toilet tissue VIPs set up (halos on, signs, buckets), check for bookings Check CCTV is working&recording Smoking gate shut and door 1 locked V E. T signs stuck on windows (by door 1) Turn clubroom tablet on, rig AFTER Fruit/boxing machines ON V Rope by Door 1 stairs on with correct sign Club lights ON, house lights OFF J Main room rig, laptop, extension lead and projectors on Check all TVs are on everywhere Manager's signature; CEOSING FRI VSAT ISON Corner door (Door 2) locked with a key Check roof access is locked Outside lights OFF Fruit/boxing machines OFF M Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge are A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps $\overline{\checkmark}$ ALL doors/exits closed properly (CHECK!), locked & chained if necessary Staff room light OFF Tablets, laptop, projectors shut down correctly Upstairs & downstairs rigs OFF!!!!!! Blue smoking bins hidden behind the fence All swithes from the main swich panel OFF Office lights and screeens OFF, door locked with a key Re-enable fire alarm Ensure alarm is correctly armed, lock door 1 from outside:) Manager's signature:



Full Name of Manager:	Greta Simulicial		ם	ay: Fr	idry
Nature of Operation:	Nightclub		D	ate: 26	6/9/2021
Operation Level:	LOW / MEDIUM /	HIGH			
(Refer to additional Risk	(Assessments):				
Estimated Attendance:	\$00	_ 1	Number of SIA Do	or Staff:	11
Signed:		_			
,	eleted during Open Proces	ss/Unit (Checks:		
CCTV recording					
Fire and Security Ch	ecks completed				
Devel of ID Check in	place as required				
Searching policy Lev	el in place as required				
Use of drinking vess	els level in place as requi	red			
Dispersal Policy Con	sidered for shift end & pe	erimeter			
⊘ Tenshi Pre Open SE	License Checks complete	if requir	red		
SIA Door Staff Prese	int as required & inducted	d, badge	s on show		
Mall duty staff have re	equired Alcohol Training ((See Lice	nse) as required		
When all complete:	nd signed below) have co	mpleted	the operational o	checks:	
Signed:	Print Name: Grea	S	insulciale	Date:	16/11/21
DPS Reviewed it requir	ed:				
Signed:_	_ Print Name:	4P>		Date:	261121



IVIOST	SE CONTRETED FI	ION IS OF LITTIES	_	,
	Simmiante		oay:S	sturday
Nature of Operation: Nig	tchub	0	oate: 29	HI11 5051
Operation Level: LOW / (N	EDIUM)/ HIGI	ł		
(Refer to additional Risk Assessment	s):			
Estimated Attendance: 100	<u> </u>	Number of SIA De	oor Staff:	14
Signed:				
Please tick & sign completed during	Open Process/Un	it Checks:		
CCTV recording				
Fire and Security Checks complet				
Level of ID Check in place as requ				
Searching policy Level in place as	required			
Use of drinking vessels level in pl	ace as required			
Dispersal Policy Considered for s	nift end & perime	ter		
Tenshi Pre Open SE License Chec	ks complete if req	uired		
SIA Door Staff Present as require	d & inducted, bad	ges on show		
MAII duty staff have required Alco	nol Training (See L	icense) as required		
When all complete:				
I (the person named and signed bel	ow) have complet	ed the operational	checks:	
Signed Print Nam	e: Grula S	inaviante	Date: <u>2</u>	15 <u>05 11/</u> 4.
DPS Reviewed if required:		<u></u>		,
Signed: Print Nam	e: / \	>	Date:	27421



WIGST BE CONFESTED FROM TO G. 2.11.11
Full Name of Manager: Geta Simovicink Day: Sunday Date: 28/11/2071
Nature of Operation: Boxius Date: 28/11/2071
Operation Level: LOW / MEDIUM / HIGH
(Refer to additional Risk Assessments):
Estimated Attendance: 400 Number of SIA Door Staff: +
Signed:
Please tick & sign completed during Open Process/Unit Checks:
Fire and Security Checks completed
Level of ID Check in place as required
J
W Searching policy Level in place as required Use of drinking vessels level in place as required Dispersal Policy Considered for shift end & perimeter
Dispersal Policy Considered for shift end & perimeter
Tenshi Pre Open SE License Checks complete if required - N/A
SIA Door Staff Present as required & inducted, badges on show
All duty staff have required Alcohol Training (See License) as required
When all complete: I (the person named and signed below) have completed the operational checks:
Signed: Print Name: Evela Simavicule Date: 28/11/7021
DPS Reviewed if enquired:
Signed: Print Name: Pate: Date:

Managers Nightly Opening/Closing Checklist

OPENING		(list FRI	SAT	SUN
FULLY disable building alarm (including Tenshi)	<u> </u>	7	V	7
Turn outside lights on	 	J	V	7
Disable & mute fire alarm	-	~	10	7
Turn all applicable switches on (including Tenshi)		1 ,		
Fill out relevant for trading RA	 	7	J	
Venue check. Walk around whole venue and check maintenance bits/	 	 		7
exits not blocked. Ensure all those surfaces are dig, sate & fixe of defect		<u> </u>	V	<i></i>
Unlock corner door (door 2) with key - leave bolts on		<u> </u>	V	<u> </u>
Staff testing completed and sanitisers available in key areas		~	V	
ATM ready		~	V	
Check emails for any necessary information for the day		J	V	
Print out / prepare all Daily Sheets (Bar checklists, Toilet Checks.		V	 	
allocations, etc.)	•		J	
Ensure A/Cs and extractors is on			V	<i>J</i>
Tills on with correct prices loaded		J	V	1
Bars set up and ready		V	V	1
Tables and chairs wiped down and in correct layout		J	J	J
. toilets checked for cleanliness, soap, toilet tissue		-	V	./
VIPs set up (halos on, signs, buckets), check for bookings			Ĵ	7
Check CCTV is working&recording			J	
Smoking gate shut and door 1 locked		-	V	V
EXIT signs stuck on windows (by door 1)		J	J	-
Turn clubroom tablet on, rig AFTER	 	— ў	V	V
Fruit/boxing machines ON	!	J	J	<i>y</i>
		V	V	-
Rope by Door 1 stairs on with correct sign	<u> </u>		7	
Club lights ON, house lights OFF		<i>y</i>	-	
Main room rig, laptop, extension lead and projectors on		7	-	-
Check all TVs are on everywhere Manager's signature:		Ž	y /	<u> </u>
andronare pronounce.				
	<u> </u>			
wanager's signature.		FRU	SAI	PON
		- Fixu	3A1	pon V
Corner door (Door 2) locked with a key Check roof access is locked		-7%	3711 1/	V
Corner door (Door 2) locked with a key Check roof access is locked Outside lights OFF		780	1 1	V V
Corner door (Door 2) locked with a key Check roof access is locked Coutside lights OFF Fruit/boxing machines OFF		- 7NI	11/1/1	V
Corner door (Door 2) locked with a key Check roof access is locked Cutside lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory			351	V
Corner door (Door 2) locked with a key Check roof access is locked Cutside lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge			7 7 7 7 7 7 3	NON
Comer door (Door 2) locked with a key Check roof access is locked Contside lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!)			3 1 1 1 1 1 1 1 1	DON V
Corner door (Door 2) locked with a key Check roof access is locked Cutside lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked			36 1 1 1 1 1 1 1 1	
Corner door (Door 2) locked with a key Check roof access is locked Cotside lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!)			36 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
Corner door (Door 2) locked with a key Check roof access is locked Cotside lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF				
Corner door (Door 2) locked with a key Check roof access is locked Cotside lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1)			14477777	
Comer door (Door 2) locked with a key Check roof access is locked Outside lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps			31	
Corner door (Door 2) locked with a key Check roof access is locked Cotside lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps ALL doors/exits closed properly (CHECK!), locked & chained if necessary			\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	
Corner door (Door 2) locked with a key Check roof access is locked Outside lights OFF Fully boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps ALL doors/exits closed properly (CHECK!), locked & chained if necessary Staff room light OFF			36 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
Corner door (Door 2) locked with a key Check roof access is locked Cutside lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps ALL doors/exits closed properly (CHECKI), locked & chained if necessary Staff room light OFF Tablets, laptop, projectors shut down correctly			31/1/1/1/1/1/1/1/1/1/1/1/1/1/1/1/1/1/1/	
Corner door (Door 2) locked with a key Check roof access is locked Cutside lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps ALL doors/exits closed properly (CHECK!), locked & chained if necessary Staff room light OFF Tablets, laptop, projectors shut down correctly Upstairs & downstairs rigs OFF!!!!!!			35	
Corner door (Door 2) locked with a key Check roof access is locked Cotside lights OFF F. ait/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps ALL doors/exits closed properly (CHECK!), locked & chained if necessary Staff room light OFF Tablets, laptop, projectors shut down correctly Upstairs & downstairs rigs OFF!!!!!! Blue smoking bins hidden behind the fence			35 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
Corner door (Door 2) locked with a key Check roof access is locked Cotside lights OFF F. Lit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps ALL doors/exits closed properly (CHECK!), locked & chained if necessary Staff room light OFF Tablets, laptop, projectors shut down correctly Upstairs & downstairs rigs OFF!!!!!! Blue smoking bins hidden behind the fence All swithes from the main swich panel OFF			31	
Corner door (Door 2) locked with a key Check roof access is locked Cutside lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps ALL doors/exits closed properly (CHECK!), locked & chained if necessary Staff room light OFF Tablets, laptop, projectors shut down correctly Upstairs & downstairs rigs OFF!!!!!! Blue smoking bins hidden behind the fence All swithes from the main swich panel OFF Office lights and screeens OFF, door locked with a key			35	
Corner door (Door 2) locked with a key Check roof access is locked Contside lights OFF Finalt/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps ALL doors/exits closed properly (CHECK!), locked & chained if necessary Staff room light OFF Tablets, laptop, projectors shut down correctly Upstairs & downstairs rigs OFF!!!!!! Blue smoking bins hidden behind the fence All swithes from the main swich panel OFF Office lights and screeens OFF, door locked with a key Re-enable fire alarm			31/1/1/1/1/1/1/1/1/1/1/1/1/1/1/1/1/1/1/	
Corner door (Door 2) locked with a key Check roof access is locked Cotside lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps ALL doors/exits closed properly (CHECK!), locked & chained if necessary Staff room light OFF Tablets, laptop, projectors shut down correctly Upstairs & downstairs rigs OFF!!!!!! Blue smoking bins hidden behind the fence All swithes from the main swich panel OFF Office lights and screeens OFF, door locked with a key			31/1/1/1/1/1/1/1/1/1/1/1/1/1/1/1/1/1/1/	



Full Name of Manager: OFLIA Simoviciate Day: + 6 iday
Nature of Operation: Nightclub Date: 03/12/2021
Operation Level: LOW / MEDIUM / HIGH
(Refer to additional Risk Assessments):
Estimated Attendance: 800 Number of SIA Door Staff: 11
Signed:
Please tick & sign completed during Open Process/Unit Checks:
CCTV recording
Vevel of ID Check in place as required
Searching policy Level in place as required
Use of drinking vessels level in place as required
♂ Dispersal Policy Considered for shift end & perimeter
Tenshi Pre Open SE License Checks complete if required
SIA Door Staff Present as required & inducted, badges on show
All duty staff have required Alcohol Training (See License) as required
When all complete:
I (the person named and signed below) have completed the operational checks:
Crota Si misila
Signed:_ Print Name: Greta Si-aviaile Date: 03/12/2021
DPS Reviewed Acequired:
Signed: Date: O31221



	Full Name of Manager: Greta Slumicute Day: Schurday
	Nature of Operation: Bougo's Bingo Date: 04/12/202
	Operation Level: LOW / MEDIUM / HIGH
	(Refer to additional Risk Assessments):
	Estimated Attendance: 400 Number of SIA Door Staff: 7
	Signed:
	Please tick & sign completed during Open Process/Unit Checks:
	©CCTV recording
	Fire and Security Checks completed
	Level of ID Check in place as required
1	Searching policy Level in place as required
į	Use of drinking vessels level in place as required
į	Dispersal Policy Considered for shift end & perimeter
)	Tenshi Pre Open SE License Checks complete if required — N/A
٩	SIA Door Staff Present as required & inducted, badges on show
1	All duty staff have required Alcohol Training (See License) as required
1	When all complete:
*****	(the person named and signed below) have completed the operational checks:
5	Print Name: Gylla Swavicit Date: 04/12/202
L	OPS Reviewed if Arguired:
5	Signed:



Full Name of Manager:	: Greta Simavi	einte	Day: Sd	urday
Nature of Operation:	Nightclub		Date: 04/	12/2021
Operation Level:	LOW (MEDIUM)	HIGH		
(Refer to additional Ris	k Assessments):			
Estimated Attendance:	<u> 1000</u>	Number of SIA	Door Staff:	14_
Signed:		_		
Please tick & sign comp	oleted during Open Proce	ss/Unit Checks:		
CCTV recording				
Fire and Security Cha	ecks completed			
Level of ID Check in	place as required			
Searching policy Leve	el in place as required			
Use of drinking vesse	els level in place as requi	red		
Dispersal Policy Cons	sidered for shift end & pe	rimeter		
Tenshi Pre Open SE I	License Checks complete	if require d		
SIA Door Staff Preser	nt as required & inducted	, badges on show		
All duty staff have required Alcohol Training (See License) as required				
When all complete:				
I (the person named and	d signed below) have con	pleted the operational	checks:	
	<i>C</i> 1			
Signed	Print Name: Greta	<u> Limavicinte</u>	_ Date: O	4/12/2021
-				
DPS Reviewed in Premistre	d:	_		
Signed:	Print Name:	<u> </u>	Date:	241221

WIE 05/12/ 2021 WEEK. Managers Nightly Opening/Closing Checklist OPENING SAT SUN FULLY disable building alarm (including Tenshi) Turn outside lights on . Disable & mute fire alarm Turn all applicable switches on (including Tenshi) Fill out relevant for trading RA Venue check. Walk around whole venue and check maintenance bits/ exits not blocked. Ensure all floor surfaces are digisate strue of defect Unlock corner door (door 2) with key - leave boits on Staff testing completed and sanitisers available in key areas ATM ready Check emails for any necessary information for the day Print out / prepare all Daily Sheets (Bar checklists, Toilet Checks. allocations, etc.) Ensure A/Cs and extractors is on Tills on with correct prices loaded V Bars set up and ready J Tables and chairs wiped down and in correct layout , toilets checked for cleanliness, soap, toilet tissue VIPs set up (halos on, signs, buckets), check for bookings Check CCTV is working&recording Smoking gate shut and door 1 locked EXIT signs stuck on windows (by door 1) Turn clubroom tablet on, rig AFTER Fruit/boxing machines ON Rope by Door 1 stairs on with correct sign Club lights ON, house lights OFF Main room rig, laptop, extension lead and projectors on Check all TVs are on everywhere Manager's signature: SAT. SUN / FRI CEOSING Corner door (Door 2) locked with a key Check roof access is locked Q--+side lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps ALL doors/exits closed properly (CHECK!), locked & chained if necessary Staff room light OFF Tablets, laptop, projectors shut down correctly Upstairs & downstairs rigs OFF!!!!!! Blue smoking bins hidden behind the fence All swithes from the main swich panel OFF Office lights and screeens OFF, door locked with a key Re-enable fire alarm Ensure alarm is correctly armed, lock door 1 from outside :) Manager's signature:



	MUST BE COMPLETED P	RIOR TO DPENING
Full Name of Manager:	Greta Simavicille	Day: Riday
Nature of Operation:	Nightclub	Date: 10/12 / 207
Operation Level:	LOW / MEDIUN / HIGH	1
(Refer to additional Ris	k Assessments):	
Estimated Attacks	800	Number of SIA Door Staff: 1/1
Signed:		
Please tick & sign comp	pleted during Open Process/Un	it Checks:
CCTV recording		
Fire and Security Ch	ecks completed	
Level of ID Check in	place as required	
Searching policy Lev	el in place as required	
Use of drinking vesse	eis level in place as required	
Dispersal Policy Cons	sidered for shift end & perimet	3 .
Tenshi Pre Open SE	License Checks complete if requ	pired
SIA Door Staff Preser	nt as required & inducted, badg	ses on show
All duty staff have re	quired Alcohol Training (See Li	tense) as required
When all complete:		
I (the person named and	d signed below) have complete	d the operational checks:
		4
Signed:	Print Name: Olda 3	ivaniable Date: 10/12/2021
4		·
DPS Reviewed required	d:	
Signed:	Print Name: AS	Date: [0122]



MUST BE COMPLETED PRIOR TO OPENING
Full Name of Manager: Greta Sinavioiste Dav. Saturday
Nature of Operation: BongOS B: ~ Date 11/12/203
Operation Level: LOW / MEDIUM / HIGH
(Refer to additional Risk Assessments):
Estimated Attendance: 400 Number of SIA Door Staff: 7
Signed:
Please tick & sign completed during Open Process/Unit Checks:
Thease tick a sign completed dataig Open Process on Checks.
CCTV recording
Fire and Security Checks completed
Level of iD Check in place as required
Searching policy Level in place as required
Use of drinking vessels level in place as required
Dispersal Policy Considered for shift end & perimeter
★Tenshi Pre Open SE License Checks complete if required — 从 /A
SIA Door Staff Present as required & inducted badges on show
All duty staff have required Alcohol Training (See License) as required
When all complete:
I (the person named and signed below) have completed the operational checks
Signed Print Name: Greta Simuricinte Date 11/12/2021
DPS Reviewed (Ferrunde)
Signed:Print NameAPSDate1112 21



Full Name of Manager	Greta Sinnic	inte Day (Saturday
Nature of Operation:	Nightchilo	Date:	11/12/2021
Operation Level. L	OW / MEDIUM / HI	GH	,
(Refer to additional Risk)	Assessments).		
Estimated Attendance:	1000	Number of SIA Door Staff	14
Signed:	Control of the Contro		
·····		Million restauration de la Maria della del	
Please tick & sign comple	ted during Open Process/ U	init Checks:	
♂ CCTV recording			
Fire and Security Chec	ks completed		
SLevel of ID Check in ple	ice as required		
Searching policy Level	in place as required		
Use of drinking vessels	level in place as required		
Dispersal Policy Consid	ered for shift end & perim	eta-	
♂ Tenshi Pre Open SE Lic	ense Checks complete if re	quirea	
SIA Door Staff Present	as required & inducted, ba	dges on show	
All duty staff have requ	ired Alcohol Training (See :	ucense) as required	
When all complete:			
I (the person named and s	igned below) have complet	ted the operational checks	
	6-1	C	
Signed: P	rint Name: UTUA	Simpuicinte Date	11/15/5051
OPS Revie			
Signed: P	rint NameA	Date	111271
			·

Managers Nightly Opening/Closing Checklist CORENING "CRENING" SAT SUN FULLY disable building alarm (including Tenshi) Turn outside lights on Disable & mute fire alarm Turn all applicable switches on (including Tenshi) Fill out relevant for trading RA Venue check. Walk around whole venue and check maintenance bits/ exits not blocked. Excure all floor surfaces are dry, side stree of defect Unlock corner door (door 2) with key - leave boits on Staff testing completed and sanitisers available in key areas ATM ready Check emails for any necessary information for the day Print out / prepare all Daily Sheets (Bar checklists, Toilet Checks allocations, etc.) Ensure A/Cs and extractors is on Tills on with correct prices loaded Bars set up and ready Tables and chairs wiped down and in correct layout 'L toilets checked for cleanliness, soap, toilet tissue VIPs set up (halos on, signs, buckets), check for bookings Check CCTV is working&recording Smoking gate shut and door 1 locked V EXIT signs stuck on windows (by door 1) Turn clubroom tablet on, rig AFTER Fruit/boxing machines ON Rope by Door 1 stairs on with correct sign Club lights ON, house lights OFF Main room rig, laptop, extension lead and projectors on $\overline{\mathbf{v}}$ Check all TVs are on everywhere Manager's signature: CLOSING SAL SUN / 'FRI Corner door (Door 2) locked with a key Check roof access is locked Outside lights OFF . uit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off firstl) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps ALL doors/exits closed properly (CHECK!), locked & chamed if necessary Staff room light OFF Tablets, laptop, projectors shut down correctly Upstairs & downstairs rigs OFF!!!!!! Blue smoking bins hidden behind the fence All swithes from the main swich panel OFF Office lights and screeens OFF, door locked with a key Re-enable fire alarm Ensure alarm is correctly armed, lock door 1 from outside .) Manager's signature;



MUST BE COMPLETED PRIOR TO OPENING Sreta Simavicinte Full Name of Manager: Nature of Operation: Operation Level: (Refer to additional Risk Assessments) Number of SIA Door Staff. 11 Estimated Attendance: Signed: Please tick & sign completed during Open Process/Unit Checks: CCTV recording Fire and Security Checks completed Stevel of ID Check in place as required Searching policy Level in place as required Use of drinking vessels level in place as required Dispersal Policy Considered for shift end & perimeter $ec{Q}$ Tenshi Pre Open SE License Checks complete if required SIA Door Staff Present as required & inducted loadges on show All duty staff have required Alcohol Training (See License) as required When all complete: I (the person named and signed below) have completed the operational checks Print Name: Greta Sinariainte Date 17/12/2021 Signed: Signed:



Full Name of Manager: Greta Simavicinte Day: Saturday			
Nature of Operation: Bougo's Bingo Date: 18/12/202			
Operation Level: LOW / MEDIUM / HIGH			
(Refer to additional Risk Assessments):			
Estimated Attendance: 400 Number of SIA Door Staff: +			
Signed:			
Please tick & sign completed during Open Process/Unit Checks:			
Fire and Security Checks completed			
Level of ID Check in place as required			
Searching policy Level in place as required			
Use of drinking vessels level in place as required			
Dispersal Policy Considered for shift end & perimeter			
Tenshi Pre Open SE License Checks complete if required — N/A			
SIA Door Staff Present as required & inducted, badges on show			
All duty staff have required Alcohol Training (See License) as required			
When all complete:			
1 (the person named and signed below) have completed the operational checks:			
Signed:_ Print Name: Grete Singuicintle Date: 18/12/2021			
DPS Revi			
Signed Print Name: APS Date: 181221			



Full Name of Manager: Greba Simaricinte Day: Senturday		
Nature of Operation: Nightclub Date 18/12/2021		
Operation Level: LOW / MEDIUM / HIGH		
(Refer to additional Risk Assessments):		
Estimated Attendance: 1000 Number of SIA Door Staff: 14		
Signed:		
Please tick & sign completed during Open Process/Unit Checks:		
CCTV recording		
Fire and Security Checks completed		
Level of ID Check in place as required		
Searching policy Level in place as required		
Juse of drinking vessels level in place as required		
Dispersal Policy Considered for shift end & perimeter		
Tenshi Pre Open SE License Checks complete if required		
SIA Door Staff Present as required & inducted, badges on show		
All duty staff have required Alcohol Training (See License) as required		
When all complete:		
I (the person named and signed below) have completed the operational checks		
Signed Print Name: Orla Sinavigite Date 18/12/2021		
DPS Review Pred		
Signed: Print Name APS Date		

19/12/2021 Managers Nightly Opening/Closing Checklist OPENING -SUN SAT J FULLY disable building alarm (including Tenshi) Turn outside lights on Disable & mute fire alarm Turn all applicable switches on (including Tenshi) V Fill out relevant for trading RA Venue check. Walk around whole venue and check maintenance bits/ V exits not blocked. Exerce all floor surfaces are digitale block of defect Unlock corner door (door 2) with key - leave bolts on Staff testing completed and sanitisers available in key areas ATM ready J Check emails for any necessary information for the day J Print out / prepare all Daily Sheets (Bar checklists, Toilet Checks V allocations, etc.) Ensure A/Cs and extractors is on Tills on with correct prices loaded Bars set up and ready V ables and chairs wiped down and in correct layout J ALL toilets checked for cleanliness, soap, toilet tissue VIPs set up (halos on, signs, buckets), check for bookings Check CCTV is working&recording Smoking gate shut and door 1 locked Ϋ́/ EXIT signs stuck on windows (by door 1) Turn clubroom tablet on, ng AFTER J Fruit/boxing machines ON J Rope by Door 1 stairs on with correct sign Club lights ON, house lights OFF Main room rig, laptop, extension lead and projectors on 7 Check all TVs are on everywhere Manager's signature: The second secon CLOSING SAL ISUN Corner door (Door 2) locked with a key Check roof access is locked tside lights OFF Fruit/boxing machines OFF Check bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps ALL doors/exits closed properly (CHECK!), locked & chained if necessary Staff room light OFF Tablets, laptop, projectors shut down correctly Upstairs & downstairs rigs OFF!!!!! Blue smoking bins hidden behind the fence All swithes from the main swich panel OFF Office lights and screeens OFF, door locked with a key Re-enable fire alarm Ensure alarm is correctly armed, lock door 1 from outside .;

Manager's signature:



Full Name of Manager:	Greta Simoviainte		Fiday
Nature of Operation:		Date:	24/12/202
Operation Level:	LOW / (MEDIUM) / HIGH	ı	
(Refer to additional Risk	Assessments).		
Estimated Attendance:	1000	Number of SIA Door Staff	14
Signed:			
Please tick & sign comp	leted during Open Process/Uni	: Спескs:	
CCTV recording			
Fire and Security Che	ecks completed		
Devel of ID Check in p	si a ce as required		
Searching policy Leve	el in place as required		
♂ Use of drinking vesse	ds level in place as required		
♂Dispersal Policy Cons	idered for shift end & perimete		
Tenshi Pre Open SE L	icense Checks complete if requ	rea	
SIA Door Staff Presen	it as required & inducted, badg	es on show	
	quired Alcohol Training (See cic		
When all complete: I (the person named and	signed below) have completed	the operational checks	
Signed:	Print Name: Grua Sin	aviciate Date 2	14/12/2021
DPS Reviewed if required	:		
Signed:	Print Name APS	> Date	241221



Full Name of Manager: Creta Simovicinte	Day Shuday
Nature of Operation: Nightclub	Date: 26/12/207
Operation Level: LOW / MEDIUM / HIGH	
(Refer to additional Risk Assessments).	
Estimated Attendance: 600	Number of SIA Door Staff. \
Signed:	
Please tick & sign completed during Open Process/Unit	Checks:
CCTV recording	
Fire and Security Checks completed	
Level of ID Check in place as required	
Searching policy Level in place as required	
Use of drinking vessels level in place as required	
Dispersal Policy Considered for shift end & perimete	
Tenshi Pre Open SE License Checks complete if requi	rea $-N/A$
SIA Door Staff Present as required & inducted, badge	5 on show
All duty staff have required Alcohol Training (See Lice	ense; as required
When all complete:	
I (the person named and signed below) have completed	the operational checks
	_
Signed: Print Name: Grub	Sirwicine Date 26/12/2021
DPS Reviewed if required:	
Signed Print Name	P) Date 26/22/

WE 16/12/201 Managers Nightly Opening/Closing Checklist OPENING SAT SUN FULLY disable building alarm (including Tenshi) Turn outsidé lights on Disable & mute fire alarm Turn all applicable switches on (including Tenshi) 8 Fill out relevant for trading RA Venue check. Walk around whole venue and check maintenance bits? V exits not blocked. Ensure all floor surfaces are digusale stree of defect Unlock corner door (door 2) with key - leave bolts on Staff testing completed and sanitisers available in key areas ATM ready Check emails for any necessary information for the day Print out / prepare all Daily Sheets (Bar checklists, Toilet Checks allocations, etc.) Ensure A/Cs and extractors is on Tills on with correct prices loaded Bars set up and ready Tables and chairs wiped down and in correct layout V ALL toilets checked for cleanliness, soap, toilet tissue 'IPs set up (halos on, signs, buckets), check for bookings Check CCTV is working&recording Smoking gate shut and door 1 locked EXIT signs stuck on windows (by door 1) Turn clubroom tablet on, rig AFTER Fruit/boxing machines ON Rope by Door 1 stairs on with correct sign Club lights ON, house lights OFF Main room rig, laptop, extension lead and projectors on V Check all TVs are on everywhere Manager's signature: CLOSING /FRI SAT ISUN Corner door (Door 2) locked with a key Check roof access is locked Outside lights OFF --- it/boxing machines OFF Uneck bars with supervisor to ensure close-down is satisfactory ALL PDQ machines and Halos on charge Ensure A/Cs & extractors is OFF (all rooms!) All spirit rooms and cellars locked All switches OFF in Tenshi (tablet off first!) Check washroom and kitchen - taps, lights, etc OFF EXIT signs taken OFF the windows (by door 1) ALL toilets (clubs, staff, Tenshi) - checked for people and running taps ALL doors/exits closed properly (CHECK!), locked & chained if necessary Staff room light OFF Tablets, laptop, projectors shut down correctly Upstairs & downstairs ngs OFF!!!!!! Blue smoking bins hidden behind the fence All swithes from the main swich panel OFF Office lights and screeens OFF, door locked with a key Re-enable fire alarm Ensure alarm is correctly armed, lock door 1 from outside .) Manager's signature: