

Temporary Cease Trade

Checklist for Closure

Important Note

This is a general checklist and you should use this as a base to devise a checklist appropriate to your venue

Activity

Completed

Employees

- Arrange meeting with all staff to advise of temporary closure and where possible a simultaneous email to all staff (to catch people that can't attend)
- Consider paying employees annual leave balances if applicable
- Prepare letters to staff once terms of leave (paid or unpaid) or ongoing employment are decided
- Contact Employees Union to advise of closure
- Consider the collection of all club equipment in possession of employees e.g. phones, PC's, vehicle, e-Tags
- Prepare payroll
- Seek advice on employee matters from appropriate association
- Regularly check on staff working from home/self-isolation

Advise closure

- Advise local police

Meet with the landlord to discuss possibility of reduced rent or rent hold during closure

- Advise Council where required
- Contact Financiers
- Notice on door

Advise suppliers

- Suppliers
- Cleaners

Cost considerations

- Review cashflow and funds required during shutdown and reopening
- Ensure accounting/bookkeeping is kept up to date
- Review all contractor contract terms for possible early termination clauses or penalties where cease trade may impact contractor income.

Rubbish removal

- Organise rubbish final collection
- Cancel ongoing services
- Arrange last collection of any secured documents
- Cancel collection of secured document collection

Cash office

- Count all cash in safe including till floats, all notes, all coins
- Make sure all cash is recorded and entered into your accounting software
- Organise a cash pickup or take to the bank (whatever your usual practice is)
- Ensure all cash remaining on premises is secure. Note that the insurance may not cover any cash left on premises.

Office equipment

- Ensure all systems are backed up including payroll and accounting and an external backup is stored off sight
- Secure all important files and computers (and servers)

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| <p>Identify employees to remain after closure</p> <ul style="list-style-type: none"> • Administration work – can this be performed off site? • Security • Organise mail collection weekly | |
| <p>Plant and Equipment</p> <ul style="list-style-type: none"> • Cooling/refrigeration/air conditioning equipment – seek advice as to whether to switch off or keep operating – refrigerant gas may need to be removed prior for orderly shutdown | |
| <p>Security/Alarm system</p> <ul style="list-style-type: none"> • Close and secure all entry points of the premises, maintain outward opening fire exits for staff within the premises • Consider whether glass windows need to be covered/boarded up to reduce vandalism/break-in • Consider perimeter lighting • Assess whether external security is required • Ensure alarm system is operational and the appropriate people have access codes • Ensure CCTV is operational and if possible remotely accessible and monitored • Consider whether security cameras should be temporarily located elsewhere (e.g. to doors and perimeter) • Advise Insurance company that the premises will not be occupied • ‘call out’ person or persons identified (a Director living close could be convenient) to answer alarms, open the building in an emergency etc. • Ensure key and alarm register is up to date and contact details held with back to base security provider are correct | |
| <p>Pest control</p> <ul style="list-style-type: none"> • Take steps to limit vermin as vermin population can become active and activate security alarms • Consider safety and isolation of staff that remain on premises after closure | |
| <p>Utilities</p> <ul style="list-style-type: none"> • Turn off gas • Take meter readings if required • Consider whether water mains should also be switched off | |
| <p>Cleaning items</p> <ul style="list-style-type: none"> • Where possible, all flammable items should be stored off site or away from the premises • Organise cleaning • Organise pest control | |
| <p>Outside equipment</p> <ul style="list-style-type: none"> • All equipment including lawn mowers/etc where applicable should be stored securely • Secure all outside equipment including tables and chairs. | |