

## When leaving the studio

To all those who work, practice, or rent rooms in the studio, please take note of the following:

- Is your room, or all four rooms including the machine room, locked? → Lock with badge or code!
- Are the toilet doors closed? → Lock with badge! For renters: toilet badge is located next to the coffee machine.
- Is the kitchen locked? → Attach key behind the heater with a magnet.
- Are all windows closed?
- **AND:** Is the ventilation in the machine room turned off? → Set both controls (supply and exhaust) to "Off" using the arrows.
- Is the light off in the rooms? → Turn off with main switch.

**\*\* Please enter the room code again when leaving to lock the room door.**

Thank you very much for your cooperation!

