\*\*Therapy Lab of OC Closing Procedures\*\*

Dear Team,

Please follow these steps to ensure the clinic is properly closed at the end of each day:

1. \*\*💡 Shut off all lights\*\* throughout the facility.

2. \*\*🪟 Ensure all shutters are closed\*\* to maintain security.

3. \*\*🧹 Tidy the waiting room\*\* to maintain a welcoming environment.

4. \*\*🧸 Put away all toys\*\* to keep the space organized.

5. \*\*🎵 Turn off the music\*\* to conserve energy.

6. \*\*🔒 Lock the deadbolt\*\* on the client entrance to secure the premises.

7. \*\*🚨 Arm the alarm system\*\* and \*\*🔒 lock the deadbolt\*\* on the employee entrance. Please arm to away

Thank you for your cooperation and attention to detail.