Close Centre

After the last groups of students have gone home from their student programme, the university campus where the ANGLO centre is situated needs to be packed and ready for collection by Head Office!

In this guide we explore the steps to take to get an ANGLO centre packed and ready to be collected.

Pack Up Tasks

- Dispose of any broken or damaged items.
- Pack up ANGLO Course Office
- Pack up ANGLO Teaching Office
- Pack up ANGLO signage from around the campus
- Pack up Devices

Disposal of Broken/Damaged Items

You only need to return items to head office that can be used in subsequent years. If you have items that are damaged or broken these can be disposed of rather than returned.

Damaged items include:

- Partly used student books
- Pens without lids
- Broken sports equipment
- Electronics that no longer work

Use the Distribution and Inventory sheet to add notes by items that are not being returned and are no longer usable.

If you are able, dispose of broken items before packing up. If disposal is not possible at your centre, please create a box clearly labelled "for disposal" so that Head Office can dispose of it for you.

Pack Up Course Office

- Return desks, tables and chairs to how they were when the centre was set up
- Pack up printer
- Take down office posters/signs from walls

- Organise sports equipment into the Sports Box
- Organise office resources into the Course Office Box
- Organise activity resources into the Activities Box
- Organise any remaining resources into a box and label appropriately
- Clean whiteboards
- Update Distribution & Inventory

Pack Up Teaching Office

- Return desks, tables and chairs to how they were when the centre was set up
- Pack up printer
- Take down office posters/signs from walls
- Organise any remaining student resources into a box and label appropriately
- Organise teacher boxes into a stack, please separate items by type.
- Clean whiteboards
- Update Distribution & Inventory

Pack Up Signage

- Take down navigational signs from around campus and return to the Campus Directional Signs Wallet
- Add the course office and teaching signs to the Course Signs Wallet
- Store the noticeboard signs in the Noticeboard Box
- Take down the campus signs from accommodation and teaching blocks and add to the Campus Signs Wallet
- Pack banner stands and flags into their bags
- Take down the vinyl banner and return it to the Course Office Box
- Update Distribution & Inventory

Please refer to the Signs guide for descriptions of the types of sign around campus.

Devices

- Pack all cables and devices in their appropriate boxes or bags
- Ensure sufficient care is taken with these items during pick up to prevent damage.
- Update Distribution & Inventory with the location of these items.

Revision #6
Created 2025-11-25 15:56:45 UTC by ANGLO
Updated 2026-06-12 15:50:19 UTC by Stephanie Partridge