

## Pre departure checklist

We hope you found the building clean and tidy and have enjoyed your stay. To ensure our next visitors have the same experience, before leaving **please:**

### Wash rooms

- Clean & disinfect toilet basins & sinks
- Mop & dry floor

### Main hall

- Stack chairs
- Put away benches & tables
- Sweep floor
- Mop & dry floor if needed
- Turn of all heaters & lights
- Remove ash from fireplace & leave tidy

### Kitchen

- Remove all foodstuffs from the kitchen
- Empty fridges & wipe clean
- Turn off water heater
- Clean oven & cooker top
- Clean & disinfect worktops & sinks
- Brush & mop floor

**Group**

**Signed**

**Date**

### Dorms

- Check under mattresses & beds for left property & litter
- Vacuum floors

### Meeting room

- Check for left property - leave tidy & clean

### Pantry

- Make sure all utensils & crockery are clean & dry & stacked on shelves

### Verandah

- Brush & leave tidy
- Pull security shutters across & padlock

### Outdoors

- Ensure any outdoor equipment used such as crates are put away
- Check site for litter & remove all signs of any campfires

### On departure

- Close all shutters & doors
- Lock front door to verandah & exit via kitchen door, close firmly

**Have a safe journey home**