

## Leaving the Buildings – Checkout List

At the end of a stay it is often difficult to remember everything, especially after a busy few days when everyone is tired (we know – we've been there), so we hope this list will be helpful.

This list is not exhaustive, but is provided as an aide memoire. Frequent users of the Indoor Accommodation have told us that they usually allow at least an hour after the young people have left to clean, tidy, and do the final checks. **The objective is always to leave the premises as you would like to find them.**

We recommend that this list is printed and each item ticked as the final check is made.

### Bunkhouse

- No clothing or other property left in the rooms/under the beds
- Rooms swept
- Windows properly closed and secured
- Heaters turned off in every cabin
- Lights turned off in every cabin
- No Coats / Footwear left in lobby
- Door Locked**

### Linking Passageway

- Area Swept
- No Materials/clothing/footwear

### Ladies Toilets and Showers

- Swept and clear of litter
- Hand basins clean
- Taps turned off
- Lights off
  
- Door to Linking Passageway Locked**

### Kitchen

- Power to Cooker turned off
- Cooker Hood Fan turned off
- Bain Marie emptied
- Bain Marie – Power off
- Water Heater turned off
- All Utensils, Pots, Knives, etc., clean and stowed neatly/tidily
- Work surfaces cleaned
- Floor swept and washed/mopped clean
- Taps off
- Windows closed and secured
- Lights off

### **Washing Up Area**

- [ ] Floor swept and washed/mopped clean
- [ ] Taps off
- [ ] Door shut (it locks automatically)
- [ ] Windows closed and secured
- [ ] Lights off

### **Food Storage Area**

- [ ] Check that there is no food left in the Fridge or Freezer
- [ ] Switch off Fridge and Freezer at the sockets above
- [ ] Open – and leave open – both doors

### **‘Beverage Station’:**

- [ ] Turn off the water heater (on wall above the worktop)
- [ ] Cutlery clean and stowed in containers ‘ready to use’
- [ ] Plates, Bowls, and Mugs clean and stacked neatly
- [ ] Glasses, Toasters, and Kettles stowed on lower shelf
- [ ] All working surfaces clean and dry

### **Dining Room**

- [ ] Stack Tables and Chairs neatly against the south wall (as found)
- [ ] Sweep and Clean (Mop) Floor
- [ ] Turn off heaters
- [ ] Close and Secure Windows
- [ ] Lights off

### **Dining Room Foyer**

- [ ] Tables Cleared
- [ ] Sweep and Clean (Mop) Floor
- [ ] Heaters Turned off
- [ ] Lights off

- [ ] **Door to Kitchen and Dining Room Foyer Locked**

### **Tidy Cabin**

- [ ] Tables and Chairs stacked neatly
- [ ] Floor Swept
- [ ] Double doors locked and bolted
- [ ] Heaters turned off
- [ ] Lights turned to ‘Auto’

- [ ] **Door to Tidy Cabin Locked**

### **Electrical Switchboard**

- [ ] Sweep Floor
- [ ] Close Switches: 2, 3, and 4
- [ ] Lights off

- [ ] **Door to Switchboard Room Locked**

**Male Toilets**

- Swept and clear of litter
- Hand basins clean
- Taps turned off
- Lights of

**Entrance Lobby**

- Floor Swept and Cleaned (mopped if necessary!)
- Footwear lockers all empty
- Coat hooks empty (!)
  
- Main Entrance Doors locked (note: two locks)**

**Return Keys as shown in 'Conditions of Booking**