

# Departure Checklist

Below is a checklist to help make your departure quick and easy and hopefully not too stressful. If you need to use them, there are vacuum cleaners (under the stairs) and other cleaning equipment in the cleaning room next to the laundry and behind the doors in the bathrooms. **Rubbish Bags are in the cleaning room opposite the men's amenities.**

## Main Area:

1. Wipe all used tables, spray with sanitizer, allow to dry and place on the trolleys provided at either end of the Recreation Area.
2. Stack Chairs in groups of 10 facing the far wall of the Recreation Area.
3. Lounge room should be tidy and free of rubbish with all books and videos back on the bookshelves.
4. The games room must be left tidy and free of rubbish, with all the balls on the pool table in the triangle ready for a new game and table tennis bats/balls/net left on the table.
5. If you used sports equipment, it is to be returned and left in the alcove outside Staffroom 1.
6. Activity Folders are to be left on the bench near the fireplace and equipment left in the alcove outside Staffroom 1.
7. Return any Sound or data equipment you may have used to outside the store room in the Recreation Area ready to be checked and put away.

## Kitchen and Wash Room (If you self-catered):

1. Remove **ALL** food items and take with you
2. Turn off Dishwasher, drain and rinse
3. Empty Bain Marie (if used) and wipe out
4. Ensure all stoves, ovens, and toaster are clean and turned off including the fan above the stove.
5. Wipe down fridge/freezer/cool room, shelves, benches and sinks, including the ones in the main area and spray with sanitizer.
6. Wash tea towels and kitchen clothes used and hang out to dry or place in dryer. **Washing** loads cost **two \$2 coins**, and **drying** cost **two \$1 coins**. Washing powder is provided.
7. Sweep and mop the floor.

## Bathrooms:

1. Please make sure there is no rubbish on the floor and all of the toilets have been flushed.
2. Check for clothing and toiletries left in the showers and return to their owners.
3. Empty bins in toilets and bathroom and place new rubbish bags (white, small size) in them. Place rubbish into the rubbish bins at the bottom of the stairs.

## Bunk Rooms and Ensuite Rooms:

1. Check under beds and floor for any rubbish and place in the bin.
2. Empty bins in rooms and ensuites and place rubbish in the bins at the top and bottom of the stairs. Place new rubbish bags (white, medium size) in them. Ensuite bins have a small white bag.

## Rubbish

All rubbish should now be in the rubbish bins at the top and bottom of the stairs, and near the fireplace. Remove the rubbish bags from these bins and place in the wheelie bins outside and place a new black rubbish bag in each one. **ALL rubbish is to be removed from the building and placed in the wheelie bins outside. Full wheelie bins are placed next to the woodshed.**

## Finally:

Make sure you have completed the Group Report form and the folder is returned to the Group Host or office **BEFORE** leaving.

Thank you for coming and leaving the centre clean and tidy. We hope you enjoyed your stay. Camp Management