

DEPARTURE CHECK LIST

Organisation or Group Name: _____

Contact person: _____

Dates of stay: ____ / ____ / ____ to ____ / ____ / ____

* Please complete and check off the following items before departure:

BEDROOMS check (✓)

Remove all personal items and all rubbish/ check wardrobes emptied where fitted	
Check under beds /vacuum if needed	
Close all windows; Close all curtains; Turn off all lights	
Close all internal and external doors	
Check completed for Dorm A	
Check completed for Dorm B	
Check completed for Dorm C	
Check completed for Dorm D	

BATHROOMS

Remove all personal items and all rubbish from the showers and bathroom area	
Check and remove all items from the small utility room within the bathroom	
Ensure no paper or other items are on the bathroom floors	
Empty bins and place rubbish in Council Green Wheelie Bins (next to Bin Enclosure)	
Turn off all exhaust fans; Turn off all lights	
Close all internal and external doors	
Check completed for Bathroom A/B	
Check completed for Bathroom C/D	

OUTDOOR AREAS/ALFRESCO DINING & ACTIVITY AREA

Barbecues: If used, clean BBQs, preferably immediately after use (with newspaper and BBQ scraper) – use water sparingly to avoid over filling fat trays with water.	
Clothes line: Take items of clothing/ towels & your pegs (leave some pegs as found)	
Cemented areas/ verandahs: Sweep paths; Wash clean/ remove marks from cement	
Alfresco dining: Clean outdoor tables and place back in original position if moved	
Basketball court: Collect your sporting equipment; Remove any items/ rubbish	
Bin Enclosure: Put recycling into Yellow Wheelie & rubbish into Green Wheelie bins	
Check completed above outdoor areas	

INDOOR SPORTS UNIT

Remove all your sports equipment and other items Restack chairs if used	
Ensure rubbish is removed and placed in Council Green Wheelie Bins	
Close door/s of Sports Unit	
Check completed for Indoor Sports Unit	

CONFERENCE ROOM and CORRIDOR

Remove all your personal/ group equipment and other items	
Vacuum the conference room floor; Whiteboards – wipe clean (place near TV)	
Return tables to middle of room, surrounded by beige armed steel framed chairs	
Stack the beige colour plastic chairs at the western end (near double doors)	
Place the blue low profile chairs along southern wall (opp. Windows)	
Turn off all ceiling fans; Turn off all lights	
Close all windows; Draw close all the vertical blinds; Close door of Conference room	
Corridor floor: sweep floor; Close all doors leading off the corridor/ leading outside	
Check completed for Conference Room and Corridor	

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BATHROOMS in MAIN BLOCK

check (√)

Remove all personal items and all rubbish	
Ensure no paper or other items are on the bathroom floors	
Empty bins and place rubbish in Council Green Wheelie Bins (next to Bin Enclosure)	
Turn off all exhaust fans; Turn off all lights; Close all doors	
Check completed for Bathrooms in Main Block	

DINING ROOM/ MAIN HALL

Remove all your personal/ group equipment and other items	
<u>Tables</u> : Wipe clean all tables; Remove texta marks with soft warm cloth & detergent or gumption (no scourers) * Lift tables – do not drag tables *	
<u>Chairs</u> : Wipe clean all chairs; Remove texta marks with soft warm cloth & detergent or gumption (no scourers) * Lift chairs – do not drag chairs *	
<u>Tables</u> : Place all tables against walls please. Do not stack. They are heavy!	
<u>Stack Chairs</u> : All dark coloured plastic chairs at western end (wall closest to carpark)	
<u>Pinboard</u> : remove pins & items from the pinboard (except for Port Hughes notices)	
<u>Floor</u> : Sweep the vinyl floor (spot mop/ clean any sticky or food residue on floor)	
<u>Bins</u> : empty & place lids on top; Put garbage bags into Council Green Wheelie Bins	
Turn off air conditioning and all ceiling fans; Turn off all lights; Close all top windows	
Close all sliding windows; Close all curtains; Close all doors of Dining room	
Check completed for Dining Room/ Main Hall	

KITCHEN

Remove all food and group belongings/ items	
Ensure all kitchen utensils / items are washed, dried & stacked or stored as found	
<u>Fridges</u> : Remove all food; Wipe fridges clean * Leave all fridges switched ON *	
<u>Pantry</u> : Remove your groceries/ items; Return cutlery boxes to pantry with lids on	
<u>Microwave</u> : Wipe clean; Leave unplugged	
<u>Kettle/ Urn</u> : Empty; Wipe clean; Leave unplugged	
<u>Toasters</u> : empty the crumb tray at base of toasters; Wipe clean; Leave unplugged	
<u>Bench tops and sinks</u> : Wipe bench tops clean; Discard all sponges & dish/wash liquid	
<u>Stove tops & ovens</u> : Wipe stove top and back splash clean; check/ clean oven racks	
<u>Dishwasher</u> : Empty and clean the drain trays in base of dishwasher	
<u>Utensil draws</u> : Ensure all utensils/ knives etc are returned to draws as labelled	
<u>Pinboard</u> : remove pins & items from the pinboard (except for Port Hughes notices)	
<u>Bins</u> : Empty & place lids on top; Put garbage bags into Council Green Wheelie Bins	
<u>Floor</u> : Sweep the kitchen floor; Mop the kitchen floor	
<u>Recycling</u> : Flatten & place all cardboard boxes/ recyclables in the Council Yellow Bin	
Turn off all lights; Turn cold-room light off (leave water-bucket + 2 x 20L containers)	
Close all sliding windows; Close back door and inside doors leading to Dining room	
Check completed for Kitchen	

Preventative care/ Maintenance issues: we appreciate details of any maintenance issues . . .

Comments:

We appreciate you completing the clean-up and departure check list. We thank you for taking care of our centre. This helps to keep our fees at a reasonable level.

arura group stays & function centre

a division of Port Hughes Accommodation Centre P/L