

DEPARTURE CHECKLIST

The person making the booking is responsible for the following:	
1. Stacking chairs and tables	
All grey chairs stacked four high, with seats facing the wall – as shown in photograph 1.	
All tables stacked with legs visible and straps secured – as shown in photograph 2.	
2. Toilets	
The toilets and floors are clean.	
The nappy bins are empty.	
The taps are not dripping.	
3. Kitchen	
The water boiler, kettles and microwave are switched off at the wall.	
The dishwasher is empty.	
The oven is clean.	
The taps are turned off.	
All food linked to the booking has been removed from the fridge and elsewhere.	
4. Rubbish and recycling	
The bag(s) from the kitchen black bin are in the green bin by the main gate. A new bag is in the kitchen black bin. NB If the outside green bin is full please take your rubbish home. Thank you.	
The recycling instruction on the plastic bin lid in the kitchen have been followed.	
5. Doors, windows and lights	
The back emergency exit door is locked - top and bottom.	
The external door from the corridor is locked - turn knob clockwise to check.	
All internal doors are shut.	

All windows are locked - key is hanging inside storeroom on the righthand side of the doorframe.	
The storeroom and kitchen lights are switched off. NB toilets, corridor and small room lights go off automatically.	
All four light switches by the main exit are switched off.	
6. Finally	
The alarm is set ____ code, short pause, press top right 'padlock' symbol button.	
The main door is locked.	
All outside areas have been checked and returned to their original state.	
There are no people on the site e.g. bowlers, allotmentees.	
The padlock is on the outside of the entrance gate, locked and the dials are turned away from the code.	
Keys have been returned and any breakages or damages reported.	