



Girlguiding Dundee
 COUNTY OUTDOOR CENTRE, NEWBIGGING
 House Departure Checklist

Take this check-list with you, once completed, **LEAVE ON KITCHEN WORKTOP FOR CHECKER**

<u>Dormitories:</u>	(please tick box)
1. All beds should be checked for tissues, sweetie papers, pens, etc., particularly under pillows, down the sides of mattresses and under the beds.	
2. Please ensure that Protective Pillow Covers are left in place. If House linen has been used, soiled items should be taken away, washed and this reported to the Booking Secretary with whom arrangements should be agreed for its return to the House.	
3. Empty rubbish bins.	
4. Carpets should be thoroughly vacuumed.	
5. All vacuum cleaners to be emptied after use and brushes checked for hairs, etc.	
<u>Windows:</u>	
6. <u>All</u> windows should be closed. Downstairs dorm, Leaders room and single toilet windows should be locked. All window vents should be left open.	
<u>Stairs, corridors and vestibule:</u>	
7. Floors should be clean and mats shaken. Use only Floor Cleaner supplied for mopping	
<u>Community Hall:</u>	
8. The Community Hall floor should be clean and rubbish bins emptied.	
9. The tables and chairs should be clean and properly stacked.	
10. Lock all windows but leave vents open.	
<u>Toilet & Shower Rooms:</u>	
11. All toilet floors and shower rooms should be mopped using only floor cleaner supplied.	
12. All wash basins and toilets should be clean, and sani-bins emptied.	
13. Close and, where possible, lock all windows.	
<u>Kitchen:</u>	
14. all food should be removed from the cupboards and fridge/freezer - and the doors of the fridge/freezer left open.	
15. The fridge/freezer, cookers, work surfaces and sinks should all be clean.	
16. Cupboards and drawers should be clean and tidy.	
17. Close windows but leave vents open.	



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18. Rubbish bins should be empty.	
19. All appliances should be switched off.	
20. Kitchen floor should be washed using only floor cleaner supplied.	
21. Make sure all rubbish is placed <u>inside</u> the General Waste or Recycle Wheelie Bins <u>outside</u> the gate.	
<u>HOUSE SAFETY & SECURITY:</u>	
22. Check all internal fire doors are closed and free from obstructions.	
23. The contactor switch for the dormitory wing, is in corridor near to Leaders' Room, and should be "off".	
24. The door in the middle of the toilets should be locked.	
25. Check that lights in downstairs toilets are "off". Heater switches should all be "off"	
26. Check that the fire door in the back vestibule (off the Community Hall) is secure.	
27. Please lock the door to the main hall with key T.	
28. As you leave, the contactor switch for the community wing is in the vestibule and should be "off"	
29. Check - FROM THE OUTSIDE - that the <u>front door to the garden</u> is locked.	
30. Return Keys to the KEY SAFE. Thank You.	
31. Please remove any balloons used for directions from the road end on your way	

If you have any breakages during stay, a Price List is in kitchen/Leader's Room.

Payment to be made after the event on your Extra Expenses Form.

Please give a note of any breakages or damage noticed on arrival or made during stay:

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Signature of Leader-in-Charge **Date**

Please also let us know of any additional information you would like to share with us