



Girlguiding Dundee
 COUNTY OUTDOOR CENTRE, NEWBIGGING
 House Checkers Duty List

Keys for the House and Key Cupboard are now available by contacting Moira Lawson 01382 534267, or Stacey Caie 01382 453290.

Take a polybag with you to collect bits of rubbish which may have been left at the Centre.

A Checklist, completed by the Guider-in-Charge, should be on the kitchen worktop - please uplift and return it, post this completed form to Mrs Moira Lawson, 23 Well Street, Monifieth, DD5 4AT ASAP thank you.

Please advise Moira Lawson, tel no 01382 534267 of any badges etc. bought, any lost property found while checking the House, also details of any bed linen taken away to be washed and details of any items missing.

	Job Done (please tick box)
<p>A report from a Building Preservation expert states that “periods of full occupancy followed by periods when the building is not occupied is very likely to result in condensation problems.” On his advice we ask that <u>checkers ensure that the window vents are left open.</u></p>	
<p>If you have to replace light bulbs, or kitchen roll for the large container, or sanitary bags, or batteries in the clocks, or any other items from the Store Cupboard and you find that you are taking the last or nearly the last of the supply, please contact either Stacey Caie 01382 453290, or Moira Lawson, 01382 534267, who will ensure that a further supply is taken to the Centre.</p>	
<p>1. Dormitories: all beds should be checked for tissues, sweetie papers, pens, etc., particularly under pillows, down the sides of mattresses and under the beds. Pillows and protectors should be puffed up. If House linen has been used, soiled items should have been taken away, washed and this reported to Mrs Moira Lawson with whom arrangements should be agreed for its return to the Centre.</p>	
<p>2. Ensure that the boxes under the beds in the Guiders’ room contain sufficient spare bedding for the next Group. Rubbish bins should be emptied. Carpets should be thoroughly vacuumed. All vacuum cleaners should be emptied after use. Check <u>all</u> for hairs, etc. on brushes.</p>	
<p>3. Windows: <u>All</u> windows should be closed. Downstairs dorm., Guiders room and single toilet windows should be locked. (Key in cleaners cupboard in vestibule off Community Hall, if required) All vents in windows should be left open.</p>	
<p>4. Stairs, corridors and vestibule floors should be clean and mats shaken.</p>	
<p>5. All toilet floors and shower rooms should have been mopped; all wash basins and toilets should be clean, and sani-bins emptied. Check windows.</p>	
<p>6. Check all internal fire doors are closed</p>	



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<p>7. The contactor switch for the dormitory wing is in the corridor near to the Guiders' Room and should be "off". Check that the Emersion Heater Switch outside the toilets door is off.</p>	
<p>8. The Community Hall floor should be clean and rubbish bins emptied. The tables and chairs should be clean and properly stacked. Windows should be closed</p>	
<p>9. Kitchen: all food should have been removed from the cupboards and fridge/freezer - and the doors of the fridge/freezer left open. The fridge/freezer, cookers, work surfaces and sinks should all be clean. Cupboards and drawers should be clean and tidy. Remove some partially used cleaning materials if there are too many. Rubbish bins should be empty. All appliances should be switched off. Kitchen floor should have been washed. Check windows are closed.</p>	
<p>10. In cold weather, please check the frost heaters are on (kitchen and downstairs toilets).</p>	
<p>11. In the Leader's room downstairs (2nd desk drawer), please note if less than 30 badges and 3 songbooks for sale. Please note badge numbers at the end of this sheet.</p>	
<p>12. Check all light bulbs are working. All light and heater switches should be "off".</p>	
<p>13. Check that the fire door in the back vestibule (off the Community Hall - beside the cleaners cupboard) is secure.</p>	
<p>14. Check - <u>from the outside</u> - that the front door to the garden is locked - <u>key D</u>.</p>	
<p>15. The contactor switch for the community wing is in the vestibule and should be "off".</p>	
<p>16. Please ensure that the door to the manin hall is locked using key 'T'</p>	
<p>17. Check all rubbish is inside general waste or recycle wheelie bins outside the gate. If not, please remove excess as the seagulls shred it. Wheelie Bins should be <u>outside the gate</u> or rubbish will not be collected.</p>	



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<u>Fire Safety Checks</u>	Job Done (Please tick box)
Fire Checks and Alarms are now being checked by the Newbigging Committee, so are no longer required to be done by House Checkers, but we ask you to check the following and report any problems to the booking secretary or chairperson.	
Internal Fire Doors: check self-closing, signs intact, no obstruction.	
Exit Doors: check the three doors open easily, no obstruction of doors or escape routes inside or outside, signs intact.	

Any additional comments:

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Please complete the following:

Satisfactory inspection Yes / No (please circle)

If No, please contact Moira Lowson, Anne Coleman or Stacey Caie to discuss further ASAP.

Notes:.....

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In 2nd drawer of desk in leader's room please note no of: Songbooks:..... Notebooks:.....

Newbigging Badges:..... Wigwam Badges:..... Dundee Badges:.....

Is there an entry in the Badge Book dated for the current weekend?

Names of Checkers:..... Date:.....

Please return this form ASAP to Moira Lowson, thank you.