**Departure Checklist** – Please complete and leave on the table with the induction booklet. Room specific departure instructions are provided in each room usually near the light switch.

* Check all rooms to ensure that personal items have been removed
* Kitchen, Scullery and Dining room
  + Wash and put away all utensils, crockery, pots and pans, and empty dishwasher
  + Stack chairs in dining room (please do not block doors with tables or chairs)
  + Clean toaster crumb tray and around toaster
  + Wipe all surfaces with sanitising spray provided
  + Place all rubbish and recycling from bin into the appropriate bins in the rubbish bay
  + Remove any leftover food from the fridge/freezer
* Bedrooms
  + Check under beds for personal property and rubbish
  + Empty garbage bins
* Bathrooms
  + Remove all personal toiletries
  + Empty bins and dispose of empty toilet rolls. Paper towel rubbish must be placed in the red lid bins.
* Meeting Rooms
  + Stack all chairs and tables
* Floors\*
  + Vacuum bedrooms, hallways and meeting rooms
  + Empty the vacuum when finished
  + Sweep/vacuum entry way, kitchen, dining and lounge rooms
* Verandah/Grounds
  + Wipe down tables and Leave chairs stacked
  + Remove all rubbish (please pay careful attention to small items such as lolly wrappers)
* Leaving
  + Close and lock external doors and windows (please check all doors especially in the bedrooms and bathrooms)
  + Ensure all lights are turned off
  + When departing
    - Return any keys to key box
    - Return induction book, visitor register and this completed departure checklist to table next to key box
    - Close foyer door on departure and ensure that door is locked (Press and hold the # key till you hear a beep to relock the digital lock if it has been unlocked during the stay)

Please select one of the following:

* We have cleaned the site as indicated above. We understand that if additional cleaning is required then we may be charged a cleaning fee.
* We have chosen not to vacuum or sweep and will pay a cleaning fee (minimum charge as per price list)

**Final numbers**

* Final number as per details provided prior to the camp
* Final numbers differ from details provided prior to the camp – changes are noted below:

(Please ensure that the attendance and contact details of any additional guests are recorded on the visitor register.)

**Linen** (Please leave all used linen in piles in the entrance foyer near the front door)

* We used \_\_\_\_\_ sets of linen (single)
* We used \_\_\_\_\_ sets of linen (double)

**Data Projector** (cross out as appropriate)

We did / did not use the data projector in the meeting room.

**Breakages/Other** (provide details of any breakages or other information where necessary)

Group Leader Name: Group Leader Signature:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Door Code - \_ \_ \_ \_ Press and hold # to leave the door unlocked. Press and hold # to lock