**Oor Chalet and Wigwams Check Out List**

Please make sure you have carried out all the points on the list before you leave. Many thanks!

|  |  |
| --- | --- |
| **Tasks** | **Completed**  |
| **Toilets and Showers** |  |
| Toilets and sinks cleaned, floors swept and mopped. |  |
| Showers cleaned, floors swept and mopped. |  |
| The sanitary bins and bins are emptied |  |
| **Kitchen** |  |
| All food must be removed from the cupboards, fridge and freezers, no food or drink to be left on site. |  |
| Fridge and freezers to be cleaned out, switched off and the door to be left open. |  |
| Cooker, sink and work surface all to be wiped down and cleaned. |  |
| All sockets to be switched off |  |
| Cutlery, crockery and all cooking implements to be cleaned and returned to cupboards and draws tidily. |  |
| All bins to be emptied and wiped out. |  |
| Kitchen floor to be swept and mopped. |  |
| Ensure all lights are switched off, inside and outside |  |
| Heating and all heaters are switched off |  |
| **Communal Spaces** |  |
| Floors to be swept and mopped |  |
| All bins to be emptied |  |
| Ensure all lights are switched off, inside and outside |  |
| Heating and all heaters are switched off |  |
| Remove all group information, posters etc. |  |
| Main Electrical Switch off in the Chalet |  |
| **Equipment** |  |
| Return outdoor games and equipment to where it came from.  |  |
| All activity equipment clean and back in the Chalet. |  |
| **Locking Up** |  |
| Check all windows are closed and doors are locked, Wigwams and Oor Chalet  |  |
| Lock doors and return the key to the relevant KEY SAFE, set code to 0000 |  |
| Close and lock the padlock on the inner gate |  |
| Return the signs to inside the outer gate |  |
| Close the outer gates |  |
| Please remove any item/s used for directions for the road end. |  |

|  |  |
| --- | --- |
| **Rubbish** |  |
| All bins to be emptied and all rubbish to be removed from site. There is no rubbish collection for the site so please take it all home with you. |  |
| **Complete Centre Log Book** |  |
| Please note all breakages; damages, incidents and accidents in the centre log books. Please record anything your notice on your arrival or made during your stay. And report to your Blair contact. |  |

|  |  |
| --- | --- |
| **Wigwams (if applicable)** | Done |
| Wipe down surfaces and sweep and mop the floor |  |
| All rubbish removed |  |
| Return seats to seating position |  |
| Electric Heater switched off |  |
| Lock the door and return the key to the key box in the Chalet. |  |

|  |  |
| --- | --- |
| **Tents (if applicable)** | Done |
| In event of a wet strike, drape tents over the tables and chairs in the Chalet. When the tents are dry, they can then be folded and return to the racks. If they are not dry, come back the following evening to fold and store or contact your allotted contact for advice. |  |
| Tidy campsite and check no food stuff has been left, remove all rubbish from site |  |
| Please clean and dry all other camping equipment used, ie basins, buckets, water carriers etc. |  |
| Outdoor sinks to be left clean and tidy, all rubbish removed. |  |

Please leave a note of all breakages; damages, incidents and accidents in the centre log books, one found in Chalet and one in the hall. Please record anything your notice on your arrival or made during your stay.

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

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Signature of Leader-in-Charge |  |
| Date |  |

