

Departure Checklist



GENERAL

- Check everything is returned to where it was when you arrived.
- Ensure all rubbish has been put out in the dustbins by the gate and the lids are on the bins.
- Check all the taps are off - detachable heads to be collected by the person seeing out.
- Clear all litter from the grounds, including materials used for wide games and other activities.
- Refill and cover any grease traps.
- Return trolleys to their "home" beside the sheds.

STOREROOM

- Make sure the storeroom is clean and tidy. Brush the floors and check for your personal electrical belongings.
- Leave fridge and freezer on; remove all food and ensure the shelves and drawers are clean.

OUTSIDE TOILETS and SINK

- Clean the toilets, washbasins and shower (please do not use bleach as this affects the chemistry of the septic tank - toilet cleaner is provided in the storeroom).
- Wash bathroom floors.
- Empty the bins.
- Clean the outside sink and make sure the plughole is free of grease and food - resecure the tarpaulin.

EQUIPMENT

- Borrowed equipment needs to be returned clean and dry and stored as it was found.
- If canvas is wet, please call the bookings secretary to discuss options for drying (Please do not in any circumstances fold and store damp canvas as this will ruin the tents).
- Return altar fire equipment and metal buckets to where they came from.

FINALLY

- Return activity items to sheds and check that all 'camps', 'dens' etc have been dismantled and string, plastic etc removed.
- Please replenish wood for the campfire if possible and leave the campfire circle safe, clean and tidy.
- If you have put out a notice or any sign/balloons etc to show people where Faurefold is, don't forget to remove them.