

Departure Checklist



GENERAL

- Check everything is returned to where it was when you arrived.
- Ensure all windows are closed and check the fire doors are properly closed.
- Chairs to be stacked no more than 5 high and facing the wall in the main room.
- Check all tables are clean and carefully stacked in the storage room.
- Ensure all rubbish has been put out in the dustbins by the gate and the lids are on the bins.

FLOORS

- Wash bathroom and kitchen floors and vacuum the mats. Clean all other floors as necessary - sweeping may be sufficient. Empty the vacuum cleaner if full.

KITCHEN

- All cooking pots, frying pans and bowls clean and dry.
- All taps, cooker switches and electrical sockets turned off. Leave fridge and freezer on; remove all food and ensure the shelves and drawers are clean.
- No items left - tea towels, food, or wet cloths of any kind.
- Cooker and microwave thoroughly clean, including oven and trays under grill and burners.

BUNKROOMS

- Check under beds and behind doors to ensure nothing is left behind.
- Lift EVERY mattress and remove sweet papers, pens, tissues etc.
- Check that the grey storage boxes are empty and clean.
- Check the chest of drawers in both leaders' rooms for things left behind.

BATHROOMS

- 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).
- Empty the pedal bins.

OUTSIDE

- Outside toilets, basins, showers and metal sink should be clean and check all taps are off.
- Return activity items to sheds and check that all 'camps', 'dens' etc have been dismantled and string, plastic etc removed.
- Clear all litter from the grounds, including materials used for wide games and other activities.
- 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.