

Departing procedures

To avoid a cleaning fee (currently \$50 per hour) outgoing guests are requested to leave the lodge as they found it on arrival. This includes removing rubbish and recycling items to resort bins and tidying and cleaning the lodge.

Where are the cleaning items?

- A cleaning caddy is provided at the foot of the stairs - kitchen cupboard labelled 'cleaning equipment' contains spare cleaning materials.
- Brooms and mops and buckets are located near the stove at the middle level or in the porch at the lower level
- A vacuum cleaner is located in the central cupboard at the top level.

What needs doing before departure:

Upstairs:

- Vacuum floors and tidy beds.
- Ensure door and windows locked and curtains drawn

Middle level:

- Vacuum floors
- Clean sinks and all kitchen surfaces.
- Turn off fridge and wipe clean and leave door ajar.
- Remove rubbish/recycle material to waste station near car park
- Mop kitchen/lounge floor
- Ensure doors and windows locked and curtains drawn
- Dirty tea towels left in the drying room for members to wash.

Lower Level:

- Clean hand basin, shower walls and toilet.
- Mop bathroom floors
- Vacuum carpeted area.
- Sweep cold porch and drying room
- Ensure door and windows locked and curtains drawn

Final Check:

- Heaters switched off.
- Nothing left behind?
- Ensure doors and windows on upper and middle level are locked.
- Draw all curtains.
- Lock lower level door.
- Return key to **security box**.