

## Moving Out Checklist – Rooms to be vacated by 12.00pm, lodge clean by 2.00pm.

### Bedrooms

- Doonas rolled back
- Pillows on each bed
- Electric blankets turned off and unplugged
- Lamps unplugged
- Windows closed and secure
- Curtains drawn
- Floor vacuumed
- Lights off

### Hallways

- Floor vacuumed
- Exit doors locked, door snakes in place
- Doors at stairways closed
- Lights off

### Toilets

- Bins emptied
- Floors swept & mopped
- Paper supply restocked
- Lid down
- Lights off

### Showers

- Floors swept and mopped
- Dispose of waste soap, empty bottles, etc
- Curtain dried
- Taps off, no drips
- Drain-holes clear
- Windows closed and secure
- Door ajar
- Lights and heater off

### Kitchen

- All appliances unplugged
- Jugs emptied of water
- All benches and surfaces wiped and clean
- Sinks clean, drying racks clear
- Dishwasher clear and switched off
- All crockery, cutlery and pots put away
- Ovens cleaned, cooktops clean
- \*Fridge emptied, off, doors ajar
- Electric heaters off
- Floor swept and mopped
- All windows closed and secure
- Blinds drawn
- Lights off
- Rubbish bin empty, new liner in place
- Recycling bin empty, new liner in place

(Bags to be tied up by their ears and placed in grey rubbish collection shed on road in front of lodge)

### Veranda

- Stack chairs
- Secure barbeque & gas tap off

\* Items marked with an asterisk only apply if nobody will be in the lodge immediately following your stay.

### Upstairs Lounge & Dining area

- Tables wiped down
- Chairs under tables
- Floors vacuumed – including under tables and behind couches
- All furniture straightened
- Magazines stacked
- Radio unplugged
- \*Coonara cold
- Ashes emptied into drums outside woodroom
- Gal bucket full of kindling, firelighters and matches in place
- Heater fan switched off and unplugged
- Woodbox in foyer full of split wood
- Games cupboard tidied, excess newspaper out
- All windows closed and secure
- Curtains drawn
- Veranda door locked
- Lights off

### Ski Room

- Clean, no rubbish
- If bin full, empty and replace liner
- Furniture straight
- Shovels hanging up
- Lights off

### Drying Room

- Left items placed in Lost Property locker
- Both electric heaters off

### Downstairs Lounge

- Washing machine off & unplugged, taps off
- Fridge emptied, off & unplugged, door ajar
- \*Freezer emptied, off & unplugged
- Electric heaters off & unplugged
- Table tennis gear packed away
- Floors vacuumed – including under tables and behind couches
- All furniture straightened
- Radio unplugged
- \*Coonara cold
- Ashes emptied into drums outside woodroom
- Gal bucket full of kindling, firelighters and matches in place
- Woodbox full of split wood
- Heater fan switched off and unplugged
- All windows closed and secure
- Curtains drawn
- Outside door locked
- Lights off

### Exits

- Snow removed from outside exit doors
- Outside lights are off
- All external doors locked

**Empty boxes: Crush, bag & place in recycle shed.**