

## CHECK LIST FOR CAMPING GROUPS BEFORE DEPARTURE

We sincerely hope you have enjoyed your stay at Thornbridge and that you found the accommodation clean and appropriate for your needs. Please make a note of any problems or suggestions for improvement on the evaluation form - we welcome your comments.

**In order to clean and prepare the unit for the next group, it is essential that departing groups complete the following tasks: (Basic cleaning equipment is provided)**

### KITCHEN

- Leave all crockery, utensils and equipment clean and tidy
  - Wipe all work surfaces with clean, hot water
  - Empty larder, fridges, freezer & wipe out fridge (**DO NOT switch off fridge or freezer**)
  - Clean cookers, grills and toasters
  - Return tea towels and oven cloths kitchen
  - Empty waste bin and wipe out
  - Empty recycling bins into the named wheely bins in the car park
- (Ensure all cans etc have been rinsed out, then wash the recycling bins and replace in kitchen)


### TENTS

- Remove any litter from inside tents
- A member of staff will inform you if the tents have to be taken down
  - (If so, ensure that everything is kept in sets [ie: inner, flysheet, poles, pegs])
- Fold sleeping bag liners and leave in dining room
- **Fold sleeping bags and return to stores**
- **Return karrimats to stores**


### TOILETS AND SHOWERS

- Clean hand basins and flush toilets
- Mop up water from shower areas


### GENERAL

- Sweep all floors and mop if necessary
- Empty all waste bins
- If you have moved / rearranged furniture, please return it, as you found it
- Don't forget to check the recreation room


### OUTSIDE

- Pick up all litter around the building & put all rubbish in plastic sacks in large bins in carpark
- Return empty milk bottles to crate


### STORES

- Clean & return all equipment to stores (i.e. bogtrotters, cags, rucksacks, ori. maps etc)

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### AND FINALLY .....

- Complete the evaluation form and leave it in the yellow folder. Please return the folder and keys to the office when you depart.
- Switch off all lights and secure doors and windows


*Thank you for your co-operation*

**ON YOUR LAST DAY PLEASE VACATE THE SHOWERS AND CHANGING ROOMS BY 9.30 AM AND THE**