

Final day checklist

We hope that you have all enjoyed your stay at Thornbridge and that you have found the accommodation clean and comfortable.

In order to make sure that the unit is clean and ready for the next group please ensure that the tasks below are completed.

Bedrooms and bedding):

Please:

- Strip the beds
- Fold used linen and place in bag at collection point (please keep clean linen separate)
- Fold all blankets and duvets and leave on beds
- Remove any litter
- Empty the bins

Who?	Done?

Kitchen:

Please:

- Leave all crockery, utensils and equipment clean and tidy
- Wipe all work surfaces with clean, hot water
- Empty larder, fridges, freezer & wipe out fridge (leave the power on)
- Clean cookers, grills and toasters
- Return tea towels and oven cloths to linen collection point (keep damp towels separate)
- Empty waste bin and wipe out
- Empty recycling bins into the named wheely bins in the car park, then rinse out the recycling bins and replace in kitchen

Toilets and showers:

Please:

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

General:

Please:

- 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 if you've used it

Outside:

Please

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

And finally, please

- Complete the evaluation form and put it back in the yellow folder and leave this with the keys in the unit.
- **Check that nobody has left any personal belongings and turn the lights off as you leave, closing the doors behind you.**

Thank you all for your co-operation