

Leaving Checklist

Dormitory

- Beds to be dusted (check for food scraps!)
- One mattress per bed, leaning on edge
- Cobwebs removed
- Floor swept, including under bunks
- Floor washed. Do not leave wet mops inside – put them out on the gas bottle cage

Kitchen and Living Area

- Cobwebs removed
- Clean table tops and chairs
- Clean the stoves and areas around
- Clean the barbecue and empty the fat tray (take the fat home with you in the rubbish)
- Clean the sink and leave nothing in or on it
- Clean any windows that look dirty
- Close all windows
- Stack chairs – do not stack tables
- Put all kitchen equipment away. Ensure all cutlery, cups, plates etc are stored in the plastic containers. There should be 32 of everything!
- Replace all books, maps etc that were used
- Ensure the generator is secure
- Turn off gas taps outside at the bottles
- Empty and clean fridge. Leave doors slightly ajar
- Empty rubbish bins. Wash them out with disinfectant and fit a clean garbage bag in each
- Take the rubbish (not the bins) with you
- Sweep the floor and wash it thoroughly

Toilets

- Remove cobwebs
- Clean toilet bowls with disinfectant
- Wash hand basins
- Remove rubbish and liner from the girls' toilet (replace liner)
- Sweep and wash floors

General Maintenance

- Report any breakages
- If one of the large gas bottles runs out, report that immediately after your camp
- Clean the leaves out of gutters
- Clean the drains around the back and sides of the building and sweep the paved areas
- Emu parade around the building to tidy any rubbish

Locking Up

- Lock gas cages, rechecking that gas is off
- Lock toilets and generator shed
- Lock pump cage
- Deadlock the doors to the Centre
- Return keys to the Trinity College Director

Comments and Reports

Contact Michael Slocombe at Trinity College (8523 8733) about any breakages, empty gas bottles, the state of the building when you arrived, damage to the environment, suggestions for improvements or any other matter.