

## Departure Checklist

Look on e-allocator to determine if other members are arriving that day, which will help in decision making around turning off the heater, closing blinds, turning down the hot tub etc.

- Wash tea towels, hand towels and bath mats and hang up in drying room
- Ensure fire is extinguished
- Empty fire ash box if necessary
- Refill wood box including a bit of kindling which you might need to split. Wood splitter is located down in the wood storage area.
- Ensure all items are removed from drying room (any items left behind will be moved to lost property which is in the under seat storage adjacent to the dining table).
- Empty refrigerator and drawers of all food, with the exception of stock supplies.
- Wipe out fridge, freezer and food drawers
- Wash and put away dishes
- Wipe kitchen benches and stove/oven
- Vacuum carpet in your bedroom/s
- Close all windows and blinds – walk around outside of lodge to check all windows are closed.
- Remove rubbish to bin enclosure using bags supplied by council. Clear are recycling. Red or black are for general rubbish. Do not put loose items in bin enclosure.
- Turn gas heater off using the “off” button.
- Make sure electric heaters in lower bedrooms, drying room and lower lounge room are turned off.
- Check supplies and report any requirements to Dave at [supplies@mullockycreek.com.au](mailto:supplies@mullockycreek.com.au)
- Clean BBQ and put cover back on. Turn gas supply off to BBQ at tap on the deck
- Refer to spa maintenance sheet and make sure tasks are complete. Of particular note, turn spa down to 20 degrees and strap down spa cover if other guests not arriving imminently.
- During winter do not turn the water off because the cleaner needs this to be on. Otherwise turn the water off (to minimise the risk of frozen/burst water pipes). The tap is located in cupboard in downstairs living area under the book shelf. Turn on tap in laundry sink.
- Ensure the lodge is locked: upstairs sliding door, front door, back deck door, bathroom door.

During winter there is a cleaner that will clean the following on Thursdays at 9am (please ensure objects are off the floor, dining table cleared & bathrooms clear to allow them to clean). At other times you must complete these tasks:

- Vacuum all carpets throughout the lodge
- Clean floors in kitchen, bathrooms, hallways and entry
- Clean toilets, showers and hand basins

The next members to visit will appreciate your attention to detail.