



Eagle's Nest Departure Checklist



Group Name:	
Date of Hire:	Duration (Nights):
Group Leader:	Phone#:

- Please report any inoperative items or breakage.
- Prior to leaving Eagle's Nest it is your responsibility to ensure the site is left clean and tidy. You will need to allow an hour to ninety minutes to clean and make tidy the areas you have used.
- Please use this checklist to assist in completing all tasks required. It is advisable that at least five people remain to assist with cleaning to ensure the site is in order.
- Return this checklist and any keys to the caretakers before leaving the site. **Please be advised that your group will be charged if supplementary cleaning is required after your departure.**

Sleeping Areas

	Perch	Aviary	Rook-M	Rook-F	Nest	Roost	House Dorm
Empty bins							
Vacuum floors							
One pillow per bed							
Check for lost property							

Bathrooms & Toilets

	Perch	Aviary	Rook-M	Rook-F	Nest	Roost	Dining	House Dorm
Empty bins								
Clean toilets								
Wipe mirrors								
Clean basins & showers								
Sweep, <u>then</u> mop floors								
Check for lost property								

Kitchen & Dining

Empty bins	
Stack chairs	
Sweep, <u>then</u> mop floors	
Clean benches and tables	
Switch off lights & air-con	
Clean ovens and stove tops	
Wipe spills from cupboards, walls	
Turn off & clean out fridges (leave doors open)	

Conference Room

Vacuum floor	
Clean whiteboard	
Empty fireplace (if used)	
Switch off lights & air-con	
Stow cushions in cupboard	
Return furniture to position	

Prayer Room

Vacuum floor	
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Pool Deck

Clean tables	
Clean barbeque	
Stack chairs in shade	

Throughout

Pick up litter from buildings, grounds, paths, tennis court & car-park	
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Please note: Smoking is not permitted at Eagle's Nest.

SIGN: _____ DATE: _____ SIGN: _____ DATE: _____
Group Leader *Caretaker*