

Departure Checklist

Self catering groups.

We hope you have an enjoyable stay at Gorsefield and that you have found the building and grounds clean, tidy and welcoming. To help us maintain this standard to all of our groups we would appreciate it if you could go through this checklist before departing. Many thanks!

Kitchen

Floor swept and mopped	
Fridge emptied	
Washing up completed and all pots, pans, dishes etc returned to cupboards	
Bins emptied	
Sides and surfaces clean	
All electrical appliances turned off	
Windows shut	

Dining Room

Floor swept	
All plates, glasses, cutlery returned to cupboards	
Bins emptied	
Sides and surfaces clean	
Windows shut	
Fire door shut	
Lights turned off	

Conservatory/ sitting room

Floors swept/ hoovered	
Chairs returned to normal position	
Bins emptied	
Overhead projector, disco lights and normal lights turned off	
Windows shut	
Fire door shut	

Computer room

Computers and monitors turned off	
Windows shut	

Bedrooms

Beds stripped and bedding folded and put into piles on chairs by room 3 (nb mattress protectors stay ON)	
Furniture returned to normal position	
Rubbish removed from floor and bins emptied	
Draws empty	
Windows shut	
Lights off	

Outside areas

All litter collected and disposed of in bins	
Any balls etc returned to pavilion in the adventure playground	

General

All doors (external and internal) shut	
All windows shut	
Lights off	