



CLUB MORGAN SHACK PACK UP CHECKLIST

TASKS

- Sweep all floors (mop if necessary – use damp mop only, add neutral detergent if required)
- Clean bathroom & laundry (clean hand basin, wipe down showers, top up toilet paper and soap)
- Clean toilets (disinfectant for external surfaces and toilet cleaner for bowl)
- Wash & put away dishes & clean kitchen

Cleaning materials, soap and toilet paper in bathroom cupboards. Mop, mop bucket, vacuum cleaner, broom etc in laundry. Bin liners in the kitchen drawers/under sink.

CHECKS

- Hot water system off
- Fridges empty and doors ajar
- Turn fridges off
- Leave shack tidy- NO personal gear left around
- Empty can/bottle bin (sort bottles by colour)
- List items needing restock (toilet paper, soap – see Departure Checklist)
- Switch off appliances
- Close all windows
- Close all blinds/curtains
- Remove rubbish (dispose in bins on way out of Scotts Creek)
- Turn all lights off
- Lock the second door with the KEY (from the inside)