



South Newton

County Camp & Activity Centre

Check out list - Lomas House

Unit _____ Guider in Charge _____

Date _____ Checked out by _____

Was everything satisfactory when your arrived? Yes/No (if not please give details)

Room	Items	Tick
Kitchen	Wash out fridge and freezer - but leave on	
	Clean cooker, oven and grill	
	Clean microwave	
	All cooing utensils and work surfaces washed thoroughly	
	Tidy Cupboards and wipe out	
	Empty kettle and urn - leave lids tipped up	
	Remove all food	
	Empty and rinse bin	
	Switch off immersion heater	
	Brush and wash floor	
	Close windows and lock back doors	
Toilets	Clean toilet pans, basins and showers	
	Empty bins and rinse	
	Brush and wash floors	
	Close windows and switch off heaters	
Main Room	Wash table tops, fold and store	
	Remove posters etc	
	Empty bins and rinse	
	Brush and wash floor	
	Close windows, switch off lights	
	Switch off heaters (to frost control in winter months)	
Stairway	Switch off heaters (to frost control in winter months)	
	Brush and wash floors including porch	
	Switch off lights - leaving top landing outside toilet on	
	Secure back door	

Bedrooms	Lift mattress and check for rubbish	
	Each bed - 1 duvet, 1 pillow both with covers and mattress protector	
	Empty bins and rinse	
	Brush or hover carpet	
	Close window, switch off lights	
	Switch off heaters (to frost control in winter months)	

Please make a note of oven temperature and fridge temperature over the weekend for Health and Safety.

Item	Setting	Actual Temperature
Oven		
Fridge		
Freezer		

Have you taken any bed linen home to wash YES/NO (Please return by the next weekend)

Was any equipment broken? YES/NO (If so please give details)

Please note any faults, broken furniture or equipment etc needing attention in the repair book located in the front porch.

Any other comments: _____

Please lock car park gate.

Please leave house by the front door thus ensuring that all bots are slid over in the back premises.

If everything was found to be satisfactory please sign below.

Guiders signature _____ Checkers signature _____

Contact Anne Gaffney - Booking Secretary on 01505342690 or
Maureen Foley - Chairperson on 0141-562-6731 with anything that needs acted on before the next weekend.

Thank you for co-operating in completing this sheet, it is the only way we can keep the houses clean and tidy for each unit.