

Gosforth Garden Village Association

Departure Checklist

The person making the booking is responsible for the following:

1. Stacking chairs and tables

All grey chairs stacked four high, with seats facing the wall.

All tables stacked with legs visible and straps secured.

2. Toilets

The toilets and floors are clean.

The nappy bins are empty.

The taps are not dripping.

3. Kitchen

The water boiler, kettles and microwave are switched off at the wall.

The dishwasher is empty.

The oven is clean.

The taps are turned off.

All food linked to the booking has been removed from the fridge/elsewhere.

4. Rubbish and recycling

The bag(s) from the kitchen black bin are in the green bin by the main gate.

A new bag is in the kitchen black bin.

NB If the outside green bin is full please take your rubbish home. Thank you.

The recycling instruction on the plastic bin lid in the kitchen have been followed.

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The person making the booking is responsible for the following:

5. Doors, windows and lights

- | | |
|--|--------------------------|
| The back emergency exit door is locked - top and bottom. | <input type="checkbox"/> |
| The external door from the corridor is locked - turn knob clockwise to check. | <input type="checkbox"/> |
| All internal doors are shut. | <input type="checkbox"/> |
| All windows are locked - key is hanging inside storeroom on the righthand side of the doorframe. | <input type="checkbox"/> |
| The storeroom and kitchen lights are switched off. | <input type="checkbox"/> |
| NB toilets, corridor and small room lights go off automatically. | <input type="checkbox"/> |
| All four light switches by the main exit are switched off. | <input type="checkbox"/> |

6. Finally

- | | |
|---|--------------------------|
| The alarm is set ____ code, short pause, press top right 'padlock' symbol button. | <input type="checkbox"/> |
| The main door is locked. | <input type="checkbox"/> |
| All outside areas have been checked and returned to their original state. | <input type="checkbox"/> |
| There are no people on the site e.g. bowlers, allotmenters. | <input type="checkbox"/> |
| The padlock is on the outside of the entrance gate, locked and the dials are turned away from the code. | <input type="checkbox"/> |
| Keys have been returned and any breakages or damages reported. | <input type="checkbox"/> |