

CHECKLIST

Please leave The House & Chalet clean and tidy on your departure. To help you do what is necessary we have put together this Check List to be completed and handed to the warden before your departure.

Quick Reminder of key things at the beginning of your stay.

Please close the gate to the field.

Don't forget to do a fire drill as soon as possible after arriving.

Information you may need during your stay can be found in Essential Info Folders.

Leaving Check List

Bedrooms

- Check all storage & under beds
- Close all windows
- Empty bins
- Vacuum floor
- Check lights switched off

Bathrooms & Toilets

- All personal items cleared & thrown away
- Empty bins including sanitary bins
- Showers, wash basins & toilets cleaned
- Sweep & mop floor
- Close all windows
- Check lights switched off

Main Hall

- Check personal notices and paperwork have been removed
- Chairs and /or benches wiped & stacked
- Tables wiped and stacked in racks where appropriate
- Empty Bins
- Close all windows
- Vacuum floor
- Check lights switched off

Kitchen

- Check all kitchen cupboards for your items
- Check fridge/freezer emptied & clean
- Check & sweep under cabinets
- Wipe down all worktops & surfaces
- Microwave cleaned inside & out
- Cookers wiped down inside & out
- Rubbish bins emptied
- Kettles emptied & switched off
- Sweep & mop floor
- Close all windows
- Lights switched off

Craft Area (House)

- Check no property left on pegs/benches
- Games & play equipment replaced neatly in cupboards
- Wipe down sinks & surfaces
- Sweep and mop floor

General

- Recycling & waste left ready for collection inside main gate
- Check no litter or equipment left outside
- Doors locked
- Gates closed



Bournemouth Guide Camp Association Dudsbury Guide Camp



Please record any faults, breakages, items requiring attention or not working below.

- 1.
- 2.
- 3.
- 4.

To help us monitor popularity did you use any of the activities:

- | | |
|---|---|
| <input type="checkbox"/> Roundhouse Activities | <input type="checkbox"/> Spring Nature Scavenger Hunt |
| <input type="checkbox"/> Geocaching | <input type="checkbox"/> Spring Scavenger Hunt |
| <input type="checkbox"/> Campfire Circle | <input type="checkbox"/> Mini Beast Bingo |
| <input type="checkbox"/> Orienteering | <input type="checkbox"/> Giant Games |
| <input type="checkbox"/> Photo Trail | <input type="checkbox"/> Dudsbury Challenge Badge |
| <input type="checkbox"/> Dudsbury Quiz | <input type="checkbox"/> Shadowstick Navigation |
| <input type="checkbox"/> Tree Quiz | <input type="checkbox"/> Archery/Fencing |
| <input type="checkbox"/> Woodland Spotter Sheet | <input type="checkbox"/> Quiet Reflections Area |

Please provide any feedback about our site below.

Signed:

Date:

