

## Cleaning Instructions

*All buildings and surrounds are to be left in a clean and tidy condition both during your stay and prior to departure.*

**Sleeping Rooms - Vacate rooms by 9.00am** (weekday groups only). Brush mattress, shelves and wardrobes. Dispose of all rubbish in bins. Fold blankets and place on shelves. Please leave windows open.

You are not required to vacuum or mop the Sleeping Rooms so your help in the above matters is greatly appreciated.

**Toilet** - Pick up papers and rubbish and place in bins.

**Halls** - Stack chairs against dining room end wall in chair racks. Place the tables at the other end. All rubbish in bins provided. Make sure everything is vacuumed, cleaned and away.

**Dining Room** - Wipe tables, Stack chairs on tables, Empty fridge, Vacuum the carpet.

**Recreation Room** - Return all sport equipment to sports box. Place chairs neatly around the room. Replace all tables if moved. Vacuum the floor.

**Lounges** - Clean sinks. Return equipment to kitchen. Place chairs back in position. Vacuum the floor.

**Grounds** - Clear up any papers or rubbish around the grounds. Sweep the verandahs in front of dorms.

**Sports Equipment** - All sports equipment is to be returned to the sports box. Anything missing or lost will be added on to the account.

**Note** - All groups are asked to be out of the sleeping units by **9.00am**, please allow time for this before your program starts to enable this to be done without inconvenience to you.