



FRYLANDS WOOD SCOUT OUTDOOR CENTRE

Tick List for Leaving Pembroke 1

I'm afraid that Frylands doesn't have a resident cleaner, and so, to keep the Pembrokes in a reasonable condition for the next group we ask that you complete the following on the last day of your visit and hand this sheet into the Centre Manager when you hand the keys back. The Centre Manager or Crew on duty will then check the building with you.

You will find mops, brooms, dustpans and brushes and some cleaning fluids in the cupboards next to the Pem front door (there is a key on the Pem bunch). We also now supply a "Henry Hoover" for your use. Please ensure the dust bag isn't full when using, we have plenty so please ask. If you need any more cleaning equipment please ask the Centre Manager or the Crew.

Bedrooms

- Sweep all bedrooms
- Mop all bedrooms

Outside

- Turn off gas cylinders (lift emergency lid to access bottles, you don't need a key)
- Do a litter sweep around the building.
- Return any BBQ stands or alter fires

Toilets

- Sweep the toilets and hallway
- Mop the toilets and hallway
- Clean toilets and sinks

Dining Room

- Wipe down all tables
- Stack chairs and tables against the walls in dining room
- Sweep the dining room
- Mop the dining room
- Clean White Boards

Kitchen

- Clean kitchen work surfaces, microwave, cooker tops, fridges, sinks, etc.
- Sweep the kitchen
- Mop the kitchen
- Empty bin (use recycling facilities) and clean it
- Wash/dry and put away any cutlery, crockery, pans etc.
- Remove any food left over and give any unwanted, usable food to the Centre Manager
- Empty Ban Marie
- Fridge/Freezers - please clean and leave on. Close doors.
- Clean oven inside and out

General

- Close all windows
- Turn off all heaters/radiators
- Open all curtains
- Close all doors
- Turn off all taps
- Pay in full by midday on day of leaving.
- Turn off all lights
- Clean all mud off the walls including entrance halls
- Give keys to Centre Manager