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Lyneal Activity Centre Visitor Checklist

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| **Group Name** |  | **Date of Visit** |  |
|  |
| **Items to check** | **On arrival** | **On Exit** |
| **Fire drill** completed |  |  |
| **Bedrooms** vacuumed, beds left tidy, no personal items remain, windows closed |  |  |
| **Toilets & sink area** all cleaned thoroughly and floors mopped |  |  |
| **Wet room** cleaned thoroughly and floors mopped |  |  |
| **Showers** are all cleaned thoroughly and floors mopped |  |  |
| **Main hall** vacuumed, windows checked and locked |  |  |
| **Kitchen** wipe out fridge, microwave, hob and oven, vacuum and mop the floors |  |  |
| **Bins** are all emptied, please take with you |  |  |
| **Thermostat** in cloak area returned to 8c |  |  |
| **Hot water pump** turned off |  |  |
| **Noticeboards** cleared |  |  |
| **Entrance hall** swept, shelves left tidy |  |  |
| **Outbuildings** are left tidy and locked |  |  |
| Please notify us of any breakages / damages |  |
| **Photograph form and forward to** lyneal@girlguidingshropshire.org.uk |  |  |
| **Signed** |  |  |