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Lyneal Activity Centre Visitor Checklist

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| --- | --- | --- | --- | --- |
| **Group Name** |  | | **Date** |  |
| **Items to check** | | **On arrival** | **On Exit** | **Committee Member** |
| Fire drill completed | |  |  |  |
| **Bedrooms** vacuumed, sheets and pillows straightened, no personal items remain, windows closed | |  |  |  |
| **Toilets**, sinks & **showers** are all cleaned thoroughly and floors mopped. | |  |  |  |
| **Main hall** is swept & ‘dusted’. Any ‘spills’ should be ‘dry mopped’ using a damp, (only water) mop then ‘dusted’ using orange duster | |  |  |  |
| **Kitchen** wipe out fridge, microwave, hob and oven, mop the floors | |  |  |  |
| All **bins** emptied, please take with you | |  |  |  |
| **Thermostat** in cloak area returned to 8c & **Hot water pump** turned off  DO NOT TOUCH ANY SWITCHES INSIDE THE BOILER ROOM PLEASE | |  |  |  |
| **Noticeboards** cleared | |  |  |  |
| Check **all** **windows** are securely closed and curtains left open | |  |  |  |
| Check **all doors** locked. Key returned. Ensure the **front gate is padlocked** | |  |  |  |
| DVD / TV / WII please ensure cables are left at Lyneal | |  |  |  |
| Please ensure the internet codes card is left in the hub | |  |  |  |
| Please ensure **games / equipment / resources** are left tidy | |  |  |  |
| **Shop sales** we would prefer you to ensure cash is removed and send a cheque made payable to *The Guide Association Shropshire to*  Mrs Mary Howard, 38 Wem Road, Shawbury, Shrewsbury SY4 4NW  **However, if this is not possible please note here if the cash is left** | |  |  | *Check for Cash* |
| **Other comments / notification of breakages etc** | |  | | |
| **Photograph form and forward to** lyneal@girlguidingshropshire.org.uk | |  |  |  |
| **Signed** | |  |  |  |