**Hut cleaning/leaving checklist**

**Critical activities**

[ ]  Turn water off

[ ]  Turn fans off in men’s washroom, kitchen & drying room

[ ]  Turn heaters off in bunk rooms

[ ]  Turn fridges off and leave open

[ ]  Bolt shutters and close windows

[ ]  Turn lights off

[ ]  Lock shed & coal bunker

[ ]  Lock kitchen shutter

[ ]  Lock front door with combination padlock

**Suggested extra activities**

[ ]  Restock logs and coal in lounge

[ ]  Clean windows

[ ]  Dust surfaces and cobweb corners

[ ]  Light mop of wooden floors throughout

[ ]  Cut grass during growing season

[ ]  Clear external drains

[ ]  Wipe outside table and benches

[ ]  Beat/clean door mats

[ ]  Sweep front steps

**Essential activities**

[ ]  Ventilate all bunk rooms

[ ]  Vacuum LMC room

[ ]  Vacuum main bunk room

[ ]  Vacuum alpine room

[ ]  Dust used beds & replace pillows

[ ]  Vacuum stairs and landing

[ ]  Clean surfaces in women’s washroom

[ ]  Clean women’s washroom

[ ]  Mop floor in women’s washroom

[ ]  Remove & replace bin bag in women’s washroom

[ ]  Clean surfaces in men’s washroom

[ ]  Clean men’s washroom

[ ]  Sweep & mop floor in men’s washroom

[ ]  Clear out ash from stove and clear-up any debris around it

[ ]  Wipe dining room table

[ ]  Vacuum dining room

[ ]  Wipe surfaces in lounge

[ ]  Dust/vacuum lounge seating & tidy cushions

[ ]  Vacuum lounge floor

[ ]  Empty fridges, clean if required

[ ]  Empty kettles and coffee pots

[ ]  Clean, dry and put away all kitchen items

[ ]  Clean kitchen surfaces and hobs

[ ]  Clean sinks & drying racks

[ ]  Reset mouse traps

[ ]  Clean & dry oven if used

[ ]  Bag up and take away recycling

[ ]  Empty kitchen bin, replace bag

[ ]  Sweep kitchen

[ ]  Sweep drying & entrance rooms

[ ]  Mop kitchen floor

[ ]  Mop drying & entrance rooms