**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