

AV ROOM & MUSEUM

**ENSURE ALL LOST PROPERTY &
OTHER BELONGINGS ARE REMOVED**

**WIPE DOWN WALLS, DOORS,
WINDOW SILLS ETC. OF ANY DIRT
OR MUD**

VACUUM FLOOR

Vacuum can be found and returned to briefing room
Ensure bag is empty and filter(s) cleaned



**REQUEST AN INSPECTION
FROM MOEC STAFF**



MOP FLOORS

Wooden floor at western end of museum only (housing
the military displays)

**TURN OFF ALL POWER POINTS &
LIGHTS**

Please ensure you do not turn off the power points to
the modems or invertors for the solar system

**BAG & REMOVE ALL RUBBISH TO
APPROPRIATE PLACE**

Please ensure all bags are tied securely

RETURN ALL CLEANING EQUIPMENT

- 1 x Vacuum
- 1 x Mop
- 1 x Mop Bucket



REQUEST FINAL WALK THROUGH FROM MOEC STAFF

An adult representative from the cleaning group must be present for this final inspection

Report any damage or issues needing attention during this inspection



THANK YOU!