

BRIEFING ROOM

ENSURE ALL LOST PROPERTY &
OTHER BELONGINGS ARE REMOVED

STACK CHAIRS & PLACE NEATLY IN
ONE CORNER

SWEEP FLOOR



SWEEP FLOOR AGAIN!

EMPTY RUBBISH BIN

Don't forget to restock the bin liner



**REQUEST AN INSPECTION
FROM MOEC STAFF**



MOP THE FLOOR



BAG & REMOVE ALL RUBBISH TO APPROPRIATE PLACE

Please ensure all bags are tied securely

RETURN ALL CLEANING EQUIPMENT

- 1 x Broom
- 1 x Brush n shovel
- 1 x Mop
- 1 x Mop Bucket



TURN OFF THE LIGHTS

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!