

# **COTTAGE**

Use **WHITE** cleaning equipment provided

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

**DO ALL DISHES; WASH, DRY & PUT  
AWAY IN CORRECT LOCATIONS**

**WIPE DOWN ALL KITCHEN SHELVES  
IN KITCHEN & PANTRY**

i.e. crockery & cutlery draws/shelves, cupboards, pot  
shelves, pantry areas etc.

## **WIPE DOWN & CLEAN ALL KITCHEN SURFACES & APPLIANCES**

i.e. microwave, toaster, inside and outside of oven, oven splashback, walls behind prep surfaces, fridge & Freezer, window sills etc.

## **WIPE DOWN LOUNGE SURFACES, OPEN CURTAINS & TIDY MAGAZINES**

Wipe table and window sills  
Ensure furniture etc. is tidy; chairs pushed in, magazines/books stacked etc.

## **TIDY UP AROUND FIRE PLACE AREA**

Remove ash into bucket, tidy paper/kindling into box, firewood back into wheelie bin, mantel wiped down etc.

## **WIPE DOWN SINK & MIRRORS IN BATHROOM**

**WIPE DOWN SHOWER WALLS &  
DOOR**

Clean glass and empty hair trap

**SCRUB TOILET INSIDE & OUT**

Empty sanitary bin, replace bin liner and ensure toilet paper is restocked

**OPEN ALL BEDROOM CURTAINS**

**LEAN ALL BUNK MATTRESSES UP  
AGAINST THE WALL**

**WIPE DOWN WALLS OF DIRT AND/  
OR MUD**

**WIPE DOWN SHOWER WALLS &  
DOOR**

Clean glass and empty hair trap

**SWEEP ALL LINO FLOORS**



**VACUUM BEDROOMS & LOUNGE**

Vacuum can be found in cupboard opposite freezer.  
Please ensure you empty the bag into the rubbish bag  
and wash out filter after use

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

Please ensure all bags are tied securely

Don't forget the recycling centre outside



## **WASH OUT ALL RUBBISH, SANITARY & RECYCLING BINS WITH HOT SOAPY WATER**

Dry upside down outside before restocking their liners

## **REQUEST AN INSPECTION FROM MOEC STAFF**



## **MOP FLOORS**



**SQUEEGEE EXCESS WATER OUT  
NEAREST EXTERNAL DOOR**



**SECURE ALL WINDOWS & DOORS**

**CLEAN BBQ & SURROUNDING AREA**

i.e. gas Off, Cover On & Returned to appropriate Spot at  
Front of Cottage

**OUTSIDE AREA TIDY**

All personal items removed from clothes line, entrance  
ways clean, outside chairs stacked

## **ALL CLEANING EQUIPMENT RETURNED**

- 1 x Broom
- 1 x Mop Bucket
- 1 x Squeegee
- 1 x Dust pan & brush
- 1 x Vacuum Cleaner



**CLOSE ALL DOORS & TURN OFF ALL  
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!**