

# LODGE

Use **PURPLE** cleaning equipment provided

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

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

Don't forget the drip trays underneath the stove hobs

**WIPE DOWN ALL TABLES**

Also wipe any dirt or marks off walls and window sills

**FOLD & STACK TABLES. STACK  
ALONG LEFT WALL NEAR DOORS TO  
DECK**

**STACK CHAIRS ALONG WALL**

Please make sure no fire exits are blocked by furniture!

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

i.e. crockery & cutlery shelves, pantry area etc.

**WIPE DOWN SERVING COUNTER IN  
KITCHEN**

Make sure you wipe the bench wall on dining area side

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

i.e. microwave, toasters, can opener & area under can  
opener, outside & inside of oven, oven splash back, walls  
behind prep surfaces, shelves, fridges, box freezer,  
window sills etc.

**USE A DRY SCRUBBER & REMOVE  
ANY FOOD ETC. FROM TOP OF HOBS**

These may also need a spray with cooking oil but ask a  
MOEC staff member or caterer if this is required

**TURN OFF ZIP AT THE WALL**

**TIDY UP AROUND FIRE-PLACE AREA**

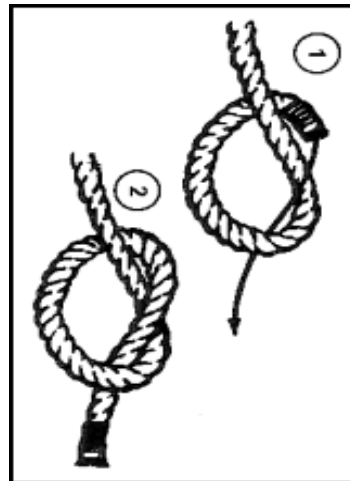
Remove ashes into metal bucket, tidy paper and kindling  
into box etc.

**WIPE DOWN SINKS & MIRRORS IN  
ALL SHOWERS & TOILET AREAS**

**WIPE DOWN PARTITIONS BETWEEN  
EACH SHOWER CUBICLE**

**SCRUB TOILETS; INSIDE & OUT**

**USE AN OVERHAND  
KNOT TO TIE ALL  
BEDROOM CURTAINS  
OPEN**



**LEAN ALL MATTRESSES UP AGAINST  
WALL**

Ensure each bed has only one mattress

**WIPE DOWN WALLS, MATTRESSES,  
DOORS, WINDOWS ETC. OF ANY  
DIRT OR MUD**

**REMOVE ALL USED PIG BINS & PLACE  
ON EDGE OF COURTS OUTSIDE TIN  
SHED**

**SWEEP ALL FLOORS**



**SWEEP THE FLOOR AGAIN**



## **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

## **RETURN ALL CLEANING EQUIPMENT**

- 3 x Brooms
- 2 x Mop Buckets
- 3 x Squeegees
- 2 x Dust pan & brushes



**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!**