

RESOURCE ROOM

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

**WIPE DOWN BENCHES, SINKS,
TABLES & CHAIRS**

**ENSURE TABLES ARE SET UP DOWN
CENTRE OF THE ROOM WITH BENCH
SEATS EITHER SIDE**

SWEEP FLOOR



SWEEP AGAIN!

**REQUEST AN INSPECTION
FROM MOEC STAFF**



MOP FLOORS



RETURN ALL CLEANING EQUIPMENT

2 x Brooms
1 x Brush n shovel
2 x Mops
1 x Mop Bucket



BAG & REMOVE ALL RUBBISH TO APPROPRIATE PLACE

Please ensure all bags are tied securely
Restock bin liner in rubbish bin provided

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

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!