

Patscherkofel Lodge Mt. Buller Room Departure Checklist for Members and Guests

Checkout time is 4.00pm.

Please ensure the following is completed by checkout time.

Members and guests are required to thoroughly clean their rooms and ensuites prior to 4.00pm, unless prior arrangements have been made with the manager for room cleaning service. This must be arranged with the manager at the time of booking.

Food:

Remove all food from fridges and cupboards in kitchen

Wipe out cupboards and clean fridge tray

Wash and sterilize any remaining dishes and put away.

Unwanted food may be given to the manager.

Rooms:

Beds:

Doona: Remove **external striped cover** only. White basic protective cover on doona **should not be removed**.

Remove pillow slips.

Place bed linen – sheets, pillow slips, **outer** striped doona cover in Linen Deposit upstairs in hallway next to drying room door.

Unzip connecting beds and position as single beds with bedside table adjacent.

Bathrooms:

Tie up bin bag and place in kitchen bins.

Replace bin liner – located in cupboard under laundry sink on mid level.

Place all used bathroom towels in Towel Deposit next to foyer door on top level.

Clean bathroom thoroughly and mop floor. This includes under heater and corners.

Thoroughly clean and dry shower, basin and taps.

Clean toilet thoroughly.

Clean and wipe mirror.

Bathrooms must be left spotless. Please do not leave toiletries behind.

Replace toilet rolls – located in cupboard under stairs on mid level.

Turn heater setting onto lowest setting, no. 1.

Room:

Vacuum all floor areas in room, including under beds

Wipe down all surfaces in room including bedside tables, windowsills and shelves.

Thoroughly clean long mirror.

Place used tea-towel in laundry.
Open curtains and close window.
Turn heater onto lowest setting, no. 1.
Turn lights off.

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Members will be charged \$50 for any room left in an undesirable state.

Ski Room and Drying Room

Remove all skis from room number pegs and place in ski lockers.
Remove all boots from room number pegs and store.
DO NOT leave boots on the floor next to boot pegs.
Remove all ski clothing from drying room.
Any ski gear left will be donated to charity.

Vacuum Cleaner Locations:

Entry Level – in Fire Hose cupboard.
Mid Level – in Fire Hose cupboard next to room 11 located near emergency exit.
Mid Level – in Fire Hose cupboard located opposite room 4 near emergency exit.
Vac points located throughout all hallways.

Members will be charged \$50 for any room left in an undesirable state.

Please contact the Lodge Manager if you have any questions.