

# Patscherkofel Lodge Mt. Buller

## Room Departure Checklist

### Food:

Remove all food from fridges and cupboards in kitchen by 4pm  
Wipe out cupboard and clean fridge tray  
Wash and sterilise any remaining dishes and put away.

### Rooms:

Vacated and cleaned by 4pm  
Place bed linen – sheets, pillow slips, outer striped doona cover in linen deposit upstairs in hallway at drying room.  
Leave white under cover (doona protective cover) on doona.  
Place all towels in bag in linen deposit upstairs in hallway at drying room.  
Empty bin bag into kitchen bins and replace bin liner – located in cupboard under stairs  
Clean bathroom thoroughly and mop floor. This includes under heater & corners.  
Clean basin and taps  
Clean toilet thoroughly. Please leave bathrooms spotless  
Do not leave any toiletries behind  
Replace toilet rolls – located in cupboard under stairs  
Vacuum all floor areas in room, including under beds  
Wipe down all surfaces in room including bedside tables, windowsills & shelves  
Open curtains and close window.  
Turn lights off  
Leave heaters on in room and bathroom on lowest setting, 1.  
Replace tea towels in bathroom bucket. Place dirty tea towels in laundry on bench.  
Tea towels located under stairs.  
If you would like to ski until end of day please ensure ample time is allowed for cleaning prior to 4pm check out.  
Bags may be left upstairs as directed by managers.

### Ski Room and Drying Room:

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

Vacuum Cleaner Locations – Top floor near entrance in Fire Hose cupboard  
Middle floor: in Fire Hose cupboard next to room 11 in fire exit and also in Fire Hose cupboard located next to lounge.

Any room left in an unacceptable state will be fined \$50 per room.