

Patscherkofel Lodge Mt. Buller

Room Departure Checklist

Food:

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

Rooms:

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 laundry sink
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 fresh folded linen on the ends of each bed – 2 sheets, 2 pillow slips, 1 outer doona cover, 1 towel and 1 hand towel per bed – Fresh linen is located in laundry and in the cupboard at far end of mid level corridor, past laundry, outside rooms 12 and 13.
Replace tea towels in bathroom bucket. Place dirty tea towels in laundry on bench. Tea towels located under sink.
Refill cleaning products if empty. Located upstairs in utility cupboard next to Drying Room near entrance.

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.