LAST DAY TASK CHECKLIST

Please tick off as completed and hand in to the office with keys and Induction Book

THE VILLAGE
- Sweep (mop if wet) inside of cabins
- Unroll windows and doors
- Emu Parade
- Turn off lights
- Strip beds and take linen to tucker tent and place on tables for collection (if applicable)

TUCKER TENT – UNDERCOVERED AREA & “FLAT” AREA
- Clean up all rubbish and place in bins
- Return any kitchen equipment to kitchen area

TOILET
- Pick up all packaging etc.
- Switch off lights

B BLOCK – KITCHEN, DINING & LAUNDRY
- Wash, dry and put away all cutlery, crockery and utensils
- Wipe down all surface areas
- Wipe out ovens and microwave
- Sweep all floors
- Close windows
- Switch off all light switches, air-conditioners and fans

C BLOCK – TEACHING BLOCK
- Return all CD’s, DVD’s and Videos to library shelf
- Turn off all AV equipment and computers
- Close windows
- Switch off all light switches, air-conditioners and fans
- Close to lock doors

SOLAR SHED – OUTSIDE SHOWERS
- Pick up rubbish

GROUNDS
- ‘Emu Parade’ all areas
- Ensure volley ball is back in the net bag

GENERAL
- Hand in keys, Induction Book and this sheet to office staff
- Hand in review sheets to office

VISIT NUMBER INFORMATION
- Student Numbers X_______ Students
- Teacher Numbers X_______ Teachers
- Adult Helper Numbers X_______ Adult Helpers
- Bus Driver Number X_______ Bus Driver

- During our visit the following were/was broken/damaged:
  ______________________________________________________
  ______________________________________________________
  ______________________________________________________

- During our visit it was noted that the following was broken/in need of repair:
  ______________________________________________________
  ______________________________________________________
  ______________________________________________________