

TELEMARK CHECK LIST FOR DEPARTURE

Cleaning up is never fun, but please remember to hand the lodge over to the high standards of which Telemark is so proud and of which you would like to receive. **Spare vacuum bags can be found near vacuums...please ensure bag is not full!**

Beds:	Wipe down and place pillows and doonas flat on the mattress – please don't fold or roll them.
Mirrors:	Clean with glass cleaner.
Furniture:	Damp dust and wipe down.
Candlesticks:	Clean and replace with new candles.
Floors:	Vacuum and mop.
Carpets:	Vacuum
Kitchen:	Clean out cupboards and wipe down surfaces.
Dishwasher:	Clean out the filter at the bottom of the machine and leave empty
Fridge & Freezer:	Defrost and clean out. Leave absolutely nothing in the fridge/freezer or downstairs fridge/freezer.
Stove:	Clean oven and hotplates. There is a scraper and special cleaner for the glass hotplates.
Windows:	Clean with glass cleaner.
Toilets:	Clean and make sure there is toilet paper for the next party.
Bathrooms:	Clean showers/bath/tiles/mirrors/hand basins, and mop floors. Scrub grout where necessary Wash shower curtains if necessary. Lift tile inserts on drains and clear drains in T1.
Sauna:	Clean and reset fire (where req). Sweep and mop floor.
Laundry:	Tidy, wipe down and mop.
Fireplace:	Clean out completely. Ash and any partly burnt logs must be placed in metal buckets and emptied into bins provided in recycling room of T1 woodshed. Set fire with matches nearby, ready for the next party.
Woodshed:	Sweep, tidy and stack tools.
Verandah:	Clear all snow.
Steps and exits:	Must be cleared of snow for safety reasons.
Garbage:	Garbage is collected daily during winter. All garbage must be placed in the ash room at the end of the woodshed which remains unlocked at all times. Garbage must be placed in the correct type of bags - regular garbage in heavy duty black or green garbage bags; bottles, cans and plastic in NPWS clear plastic bags; paper and cardboard in NPSW white woven bags, plastic bags or flattened and stored within another box or tied together and organic food waste in the compostable bin liners stored in the garbage room.
Hut Register:	Please ensure that you have completed the Hut register with dates, names, addresses, and ages of children. We are subject to spot checks by the National Parks staff and we could lose our lease if we exceed 10 in the lodge.
Sports Register:	Please make a note of your sporting activities and any races entered in the sports register. These don't have to be arranged, competitive activities eg. cross country skied up to Blue Lake, or in the summer, rode bike up to the Chalet.
Power:	Turn off switch in the power box in cupboard INSIDE the front door for T2 or on the RHS of the blue door in T1.
Close Up:	Make sure all windows are closed, all internal doors closed (this is a fire safety requirement) and all external doors locked.