

CHECKLIST FOR TENANTS AT SIXTUS LODGE

Group:

Organiser:

Date:

This checklist provides a guide as to how the facilities should be found on your arrival, maintained during your stay, and left on your departure. Please check (✓ or x) the boxes on your arrival and again on your departure and then return this checklist to Property Manager, Sixtus Lodge Trust Board PO Box 1987, Palmerston North 4440, or scan and email to propertymanager318@outlook.com

If anything is found to be seriously amiss on your arrival or should occur during your stay please notify the Booking Secretary 021 238 3546 or email propertymanager318@outlook.com. Send photographs if possible, with your email.

		Arrival	Departure
Kitchen / Pantry	Utensils, pots and pans, etc all clean and put away		
	Stove tops and ovens wiped clean		
	Stoves and toasters switched off at the wall		
	Benches uncluttered and shelves wiped		
	Fridges empty and NOT switched off at the wall *		
	Fire extinguisher untampered with and in place		
	Floor clear of stuff, swept and wet-mopped		
	On site keys are on the hook above the toaster		
	Rubbish bag removed from the pull-out bin in pantry		
	Gas barbecue left clean and cover replaced		
Lounge	Furniture neatly arranged		
	Floor clear and vacuumed		
	Windows latched shut and sills wiped		
	Fire out, hearth clean and no wood touching the burner		
	Cold ashes in the metal bin by the woodshed		
	Ranch sliders latched and bolted (2 bolts on each)		
Dormitories	Floor clear and vacuumed		
	Used mattress tops wiped with a damp cloth and left on bunks		
Ablutions	Handbasins and toilet bowls cleaned and disinfected		
	Washing machines emptied and switched off at the wall		
	Floor and shower trays swept and wet-mopped		
Drying Room	Floor clear of stuff and vacuumed		
	Heating unit turned off and the door locked		
Ngamoko Room	Floor clear of stuff and vacuumed		
	Taps and power off and door locked		
Toka Cottage	Appliances empty and switched off at the wall		
	Heaters turned off at the wall		
	Benches uncluttered and shelves wiped		
	Handbasins and toilet bowls cleaned and disinfected		
	Windows latched shut and sills wiped		
	Floor clear of stuff and vacuumed/wet-mopped		
	Door locked		
	Key hung in the main building with the onsite keys		

Grounds	Challenge Course loose equipment put away		
	No litter left lying around		
	No food scraps left outside or for the birds**		
	Mop shed door locked		
Security	All windows shut and latched (Check again!)		
	All exterior doors shut and bolted/locked (Check again!)		
	Main (not Master) switched off at the switchboard		
	Road gates shut and latched		

*After cleaning the fridges, leave the doors closed and the wall switches on. These are on a separate circuit and remain going after the switchboard MAIN is turned off.

**Please do not leave food scraps in the grounds or heave them over the cliff. Besides being environmentally inappropriate, it encourages vermin – notably opossums, feral cats, and rats. All rubbish and food scraps need to be taken 'home'.

The Sixtus Lodge Trust Board is aware that damage will occur but asks that an accurate statement be made. Early notification enables problems to be rectified promptly.

For example:

- One dining chair has screws missing / Bunk in west dormitory needs welding
- Two cups broken
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Suggestions for improving the Lodge, its facilities and operation are welcomed.

The Trust Board hopes that you have enjoyed your stay at the Lodge. Please book again.

Sixtus Lodge Trust Board
 PO Box 1987
 Palmerston North 4440

www.sixtuslodge.co.nz bookings@sixtuslodge.co.nz

