

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 / Dining | Furniture arranged neatly as per placement photographs | | |
| | Dining Room chairs placed under the dining tables | | |
| | Floor clear and vacuumed | | |
| | Empty the 2 blue lounge vacuum cleaner cloth bags into rubbish | | |
| | 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 | | |
| | Empty sanitary paper bags from the female toilets | | |
| | 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 | | |
| 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 | | | |

| | | | |
|---------------------|---|--|--|
| Ngamoko Room | Floor clear of stuff and vacuumed | | |
| | Taps and power off and door locked | | |
| | | | |
| 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.

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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

