



# Dorm Block Check List

Group Name:			
Arrival Date:		Time:	
Departure Date:		Time:	

	Pre Check in	Check in	Check out	Comments
<b>Main Hall</b>				
Clean Floor				
Tables Clean/Stacked				
Chairs Stacked				
Heating turned Off				
<b>Kitchen</b>				
Clean Surfaces				
Clean Floor				
Utensils, cutlery & crockery washed and put away				
Fridge Freezer left clean and switched ON				
Cooker and Microwave cleaned				
Sinks cleaned				
Rubbish bin emptied and cleaned				
<b>Bedrooms</b>				
Floors vacuumed				
All personal items removed – please check under beds				
Heaters turned off				
Lighting				
<b>Toilets - Male &amp; Female</b>				
WC Pans & Seats, Urinals and Basins cleaned				
Clean Floor				
Rubbish bins emptied				
<b>Corridors</b>				
Clean Floor				
Visible Marks on wall				
Lighting				
<b>General</b>				
All doors closed and locked				
All damage/defects noted				
Any equipment borrowed returned				
Rubbish placed in site bins				
<b>Keys</b>				
Return keys as agreed				

<b>Pre Check In</b>		
Staff - Completed By:	Signed:	
<b>Check In</b>		
Staff - Completed By:	Signed:	
Customer - Completed By:	Signed:	
<b>Check Out</b>		
Staff - Completed By:	Signed:	
Customer - Completed By:	Signed:	