

Merriment Hut Captain's Report

ON ARRIVAL

Name of Hut Captain	
Date of Arrival	

Please note that "Check-in" time is 2.00pm on Sunday

If you arrive before that time and the cleaner has not been, you may leave your gear in the laundry area downstairs until the cleaning is complete.

Please complete the following check list

Kitchen

If the cleaners **HAVE** been

- Is the kitchen cleaned to your satisfaction? Yes No
- Are the fridge and freezer empty of food and cleaned to your satisfaction? Yes No
- Is the pantry empty and clean? Yes No
- Are the cupboards left in a tidy and organised state? Yes No
- Are the stove and oven clean and ready for use? Yes No
- Are the bench top grill and microwave clean and ready for use? Yes No
- Has the floor been cleaned and mopped to your satisfaction? Yes No

If the cleaners **HAVE NOT** been

- Is the kitchen cleaned to your satisfaction? Yes No
- Is the kitchen tidy and ready for cleaning? Yes No
- Are all dirty dishes placed in the dishwasher and the washer turned on? Yes No
- Are the fridge, freeze, pantry and other shelves cleared of ALL food? Yes No
- Is all garbage removed from the kitchen and placed in the airlock in the appropriate bags? Yes No
- Are the cupboards left in a tidy and organised state? Yes No

Lounge / Dining Areas

- Are the lounge / dining areas vacuumed to your satisfaction? Yes No
- If the cleaners haven't been, is the lounge in a tidy state ready for the cleaners? Yes No
- Are the games put away tidily, in their appropriate boxes in the sideboard cupboard Yes No
- Has excess newspaper been removed?
(There should be enough to start 1 - 2 fires.) Yes No
- Has the wood been replenished for the incoming party? Yes No
- Is the fireplace tidy?
(emptying ashes is not necessary) Yes No
- Were the curtains closed? Yes No

Deck

- Was the gas bottle brought inside? Yes No
- Are the white plastic chairs neatly stacked? Yes No
- Is the BBQ clean and ready for use? Yes No
- If it has snowed, has the deck been cleared? Yes No

Comments

Bedrooms

- Are all bed returned to the single position? Yes No
- Are all bedrooms left in a tidy state with pillows and doonas neatly laid on the beds?
(Extra blankets should be neatly stored in the wardrobes.) Yes No
- Each bedroom should have for each bed 1 mattress protector, 1 polyester pillow, 1 feather pillow, 1 European pillow, 1 single doona.
(Each bedroom should have 1 double doona stored in the wardrobe. All doonas have covers.) Yes No
- Are all electric blankets turned off? Yes No
- Are all heaters turned off? Yes No
- Were the curtains closed? Yes No
- Were garbage tins emptied of personal rubbish? Yes No

Games Room

- Have all bats and ball been put away in the cupboard? Yes No
- Was the room left in a tidy state? Yes No
- Was the kitchenette left clean and tidy? Yes No

Comments:

Downstairs

- Was the clean linen put away neatly in the line cupboard Yes No
- Was the dirty linen counted, packed properly and placed in the airlock ready for collection On Departure: Yes No

Drying Room

- Has all clothing been removed? Yes No
- Has the heating been turned off? Yes No

Airlock

- Have all boxes been removed? Yes No
- Is the rubbish bagged in the appropriate yellow and purple bags? Yes No
- Was there any other rubbish left in the air lock other than that ready to be put out for collection? Yes No

Sauna

- Was the sauna clean and power switched off? Yes N

Comments

On Departure:

On day of departure, please vacate the lodge by **10.00am**. If you wish to ski on the Sunday, you may leave your gear in the laundry area.

- Please follow the above check list to make sure the lodge is ready for the next group.

The **Procedures Manual**, found on the kitchen bench, contains the information you will need to ensure the smooth running of the lodge.

Please refer to it before departure. A copy can also be downloaded from the Merriment website <http://www.merrimentalpine.com.au>.

Breakages?

Does anything need replacing?

Is there anything we need to buy?

(E.g. for the kitchen)

Any maintenance issues?

In order to ensure that the lodge remains in good order it is important that the Hut Captain complete and send this report to:

Laimy Hicks

P: 10/30 Lincoln Crescent, Woolloomooloo 2011

E: bookings@merrimentalpine.com.au