



## THE LIHOU CHARITY LBG

# Cleaning Routine Before Departure

### IMPORTANT

The following jobs **MUST** be done prior to departure of ALL groups using the house. Failure to do so **WILL** result in an additional cost being levied for cleaning. Your cooperation is appreciated.

- All furniture must be laid out as it was found
- Beds must be left tidy with mattress covers straight
- There must be a pillow at the head of every bed
- All bedrooms must be vacuumed
- All landings and stairs are to be vacuumed
- The lounge must be vacuumed
- The fire must be cleaned out and emptied of ash
- The wood for the fire must be replenished
- Books on the book shelves are to be left tidy and upright
- Games must be put away correctly
- All hard floors to be mopped and must be dry before departure
- Bathrooms must be mopped and any soaps etc. removed
- Rubbish must be removed and taken away with you
- All windows are to be shut including the smaller windows
- Any cleaning materials to be put away neatly in the boiler room
- Collected beach material/plants must be removed from the house
- Kitchen cupboards cleared of food - Not 'left for another group'
- The box must be packed and ready to go for the prearranged time
- Sweep the outside of the property for litter and cigarette ends
- Breakages must be reported to the warden - Failure to do so may incur a financial penalty

**Thank you**