

CHECKOUT LIST FOR NAPIER HOUSE

Girlguiding Glasgow thank you for staying at Achachairdeis and hope you have had a great time. Please use this checkout list to keep the site and buildings tidy for future Girlguiding members as well as the volunteers managing this site.

Fire safety procedures must be adhered to and the log book in Napier House signed. Instructions on testing the fire system are in the log book, copies have been supplied with booking.

DORMITORY:	<ul style="list-style-type: none"> Check under mattresses and wipe mattresses Check bins are empty Check lockers are empty and clean Check blackout curtains are on curtain rails Ensure fire door closed
LEADERS/YL ROOMS:	<ul style="list-style-type: none"> Check beds, remove mattress covers, shake and replace back on beds Check drawers in units are empty and clean Check wardrobe is empty Wipe down under bed containers Wipe down ledges at end of beds Check bins empty
WASHROOMS:	<ul style="list-style-type: none"> Check washbasins, showers and WCs are clean, incl. shower seat, grab handles & mirrors Check bins empty
KITCHEN:	<ul style="list-style-type: none"> Clean cooker (including oven and grill) and microwave Clean fridge/freezer Empty dish washers Check storage bins, pots and teapots are empty Check water urn is empty Check and clean waste bin and recycling bins are empty Check sinks clean Check doors under sinks are open
COMMON ROOM:	<ul style="list-style-type: none"> Check table tops are clean Check no food remains are left in crockery cupboard Check leaders' cupboard is empty Check fire door closed Check thermostat Check bins empty and wipe down recycling bins
HALLWAY:	<ul style="list-style-type: none"> Check heating switches in correct position - OFF Check immersion heater off Check brushes, mops put away properly. There is a list in the kitchen showing which mop to use in each area
OUTSIDE / GENERAL	<ul style="list-style-type: none"> Boiler house door locked Rubbish in correct bins, closed and left outside gate Confirm fire log book signed and form left in book All floors swept and washed Accommodation checked for lost property Wipe window ledges and shelf in common room Windows locked

LAST BUT NOT LEAST - please close all gates, ensure your rubbish has been disposed of, bins are placed outside the gates for emptying and fire procedures log book has been signed and your copy left in file at Napier House. Please ensure that all plugs (except fridge freezer) are removed from sockets.

On behalf of Girlguiding Glasgow indoor/outdoor Adventure team we wish you a safe journey home and look forward to welcoming you again. If you have any thoughts on how we can make your stay better please get in touch with one of the team.

Theresa Gault - Outdoor Activity Advisor - outdoor@girlguidingglasgow.org.uk
 Outdoor/ Camping Advisor - camping@girlguidingglasgow.org.uk
 Indoor/Residential Advisor - residential@girlguidingglasgow.org.uk