

# CHECKLIST FOR USE OF THE CENTRE

<b><u>Inside</u></b>	Y/N	INT
vacuum/sweep/mop floors		
chairs stacked		
rubbish removed		
all decorations removed		
lights out		
<b><u>Kitchen</u></b>		
oven switched off		
dishes washed and put away		
floor swept/mopped		
rubbish removed		
clear fridges of your food		
<b><u>Outside</u></b>		
sand swept up		
sand pit covers put on		
sand swept out of cubby house		
all rubbish removed		
all toys etc. put away neatly		
All food scraps to be picked up		

\*Please note any breakages or incidents please notify the Coordinator immediately  
 Cara - 0415 850 023