

Name of group _____ date _____

Notes on leaving Falcon Adam

Action	tick
Refill water tank	
Empty and clean toilets. Put elsan blue and a little water in base and refill water to half way in top	
Clean and put away <u>everything</u> from worksurfaces (leave surfaces clear where possible as things gather dust and cobwebs when left out)	
Wipe down all surfaces	
Clean sinks in kitchen and bathrooms	
Empty and wipe down fridge – prop open	
Empty and clean freezer	
Clean hob, oven and grill pan	
Empty all bins - replace bin liners	
Lift all mattresses, sweep underneath then leave both mattresses stood on side in bottom bunks	
Collect up all mats, brush dust off and leave in pile in lounge	
Lift everything and sweep throughout	
Return lifejackets to hangers	
Remove <u>all</u> personal belongings – check in all cupboards and shelves and hooks under beds	
Turn gas to water heater off	
switch off electrics at box between bunks	
Return windlasses etc to shelf under lifejackets	
Lock front door from inside - Mop throughout from front to back, closing and locking windows and closing curtains as you go	
Put bargepoles, boat hook, and lifebuoys below deck	
Switch gas off at rear deck	
turn red battery keys off under rear deck	
Turn stern gland	
<u>Leave keys on hook inside rear door</u>	
Lock rear hatch	

Please note below any damages or any cleaning product etc that has run out or is running low
Suggestions – ways we can improve your next visit