

Checklist for arriving at the Hut

- Turn hall lights on, boost heating if needed
- Toilets: Flush all, Check taps off, replace toilet rolls or hand towels if needed, lights on
- Kitchen: Check condition
- Notify GLV of any defects/issues at arrival, by email, with photos if appropriate.
- Update wall display with lodge/six/patrol points if needed
- ~~Turn on display TV and PC (power buttons on front of PC, hidden behind TV, and on side of TV)~~
- Turn on leaders PC if needed.
- Check hall for stuff left by previous user, including putting away dry washing-up from the rack.
- Get sign in sheets and pens ready
- Get welcome activity ready if required
- Put "Duty Lodge/Six/Patrol" on board
- Ensure stores are locked and keys left in cupboard, not left in door
- Open Shutters – NB Power cupboard must be kept locked, and key returned to key box when not actually in use.

Checklist for leaving the Hut

- Clean / put away any remaining kit, tables etc
- In case of crafts drying etc, please negotiate with next section to use the hut what needs to happen. Bear in mind they may need time to set up for their activities.
- Check craft cupboard, and leaders areas left tidy.
- Clean white boards etc
- Re-furl flag
- Sweep floors / mop if needed (Main Hall, Kitchen, Toilets, and hallway)
- Kitchen: Wash, dry, put away. Empty Kettle, urn, microwave, cooker and turn off. Remove waste. -This includes taking bin bags away and disposing of them if the bin has been used.
- VL / OV mugs and teaspoons ONLY can be left to air dry, but please do not leave huge stacks for the next section to put away.
- Toilets: Flush all, Check taps off, empty bins, replace toilet rolls/hand towels if needed, lights off
- Empty bins – please take all rubbish and recycling away with you, and replace bags.
- Ensure windows are closed, Close the shutters. – NB Power cupboard must be kept locked, and key returned to key box when not actually in use.
- Update OSM with register and lodge points Shut down and turn off leaders PC
- ~~Turn off monitor on display pc – it will turn itself off~~
- Update wall display with lodge/Six/Patrol points
- Notify GLV of any defects or shortages caused or found during the evening
- Check fire doors and internal doors are all closed.
- Ensure Stores Door and Power Cupboard doors locked, and keys returned to key box.
- Turn all lights off.
- Lock and double lock (2 turns of the key) the main door
- Heave a huge sigh of relief and go home!

NB In case of rubbish/recycling left in hut, please notify GLV if its there when you arrive, but still remove it and dispose of it.