

Check list before you leave Sjövik

Check all items on site, sign and leave list together with keys

General

- Clean / vacuum-clean all beds, rise mattresses (but DON'T take them out!)
- Wipe off tables and benches
- Sweep / vacuum-clean and wipe the floor
- Close all windows and check hooks
- Set radiator in the kitchen on **lowest** value (*), switch off all the other. Be sure that the kitchen door is closed.
- Check that all lamps are shut off
- Empty ash from all fireplaces and heaters and put into burning barrel, with metal bucket
- Fill up wood making it full in all stores (main house, kitchen, patrol cottages, shore)
- Lock all houses (lever mortice locks (=large key) with double strike)
- Return everything to places (furniture too!)
- Clean up outside (fire place too), no littering in nature
- Write in log book

Kitchen

- Empty all cupboards to leave nothing to the mice!
- Wash, dry up and remove the dish
- Check that stove and benches are clean
- Turn off stove and pull out ala machine cables
- Clean the fridge and the oven
- Set the fridge on '3'

Patrol cottages

- Clean / vacuum-clean all beds, rise mattresses
- Shut all windows and check that all hooks are on
- Sweep / vacuum-clean and wipe the floors
- Shut off all radiators and pull out the connector

Outhouse

- Check that pump house door is closed
- Check/fix that trash can at the outhouse contains an **empty** bag
- Loch the loos and empty and rinse the urine cans, somewhere at least 50 m away
- Clean the loos, **also** below the seat
- Bring all trash, leave nothing at Sjövik

All items above are done

201 - - Signature: _____

WELCOME BACK!

Responsible

Harald Kuntze

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