



Lowther Caravan Cleaning and Maintenance Schedule

Please return this form to Head Office.

Date of arrival: -	
<u>On arrival please carry out the following, and initial when completed.</u>	
Check all amenities and appliances i.e. gas and water are working and there are no issues.	
Check all the radiators for leaks and that they are working.	
Check for damage to the facility and note in the comments section.	
Note the pressure on the central heating boiler gauge.	
Date of Departure: -	
<u>On departure, please carry out the following, and initial when completed</u>	
Replenish Paper towels and toilet rolls	
Check hand soaps/ sanitizers.	
Empty Bins and take to rubbish communal bin.	
Clean all mirrors.	
Clean all Sinks and Fixtures.	
Check cleanliness of cooker including oven.	
Sterilise all counters and worktops.	
Clean toilets, leave with bleach or toilet freshener.	
Clean partitions and walls from splashes.	
Clean showers head and fixtures.	
Sweep and mop floors and vacuum all carpets	
Final check around the inside and outside of the facility for litter etc.	
Sweep the decking of leaves and mud.	
Print and Sign Name: -	

If you have any issues, please enter them here with pictures if possible.

Comments:

Items that the house must bring with them.

1. Please bring with you, Bedding i.e. pillows and covers, mattress covers (even though there will be mattress covers on the bed when you arrive, they should be left on when you leave), Sleeping bags/ duvets.
2. Also, you should bring towels both bath and tea towels.
3. Clear the fridge and freezer of any food that's left, no food should be left in the caravan.
4. When you leave the caravan, Electricity and Gas must be left on for the heating and fridge.
5. There will be cleaning products for use when you arrive, please replenish any products that are about to run out, or report it in this document.

It is the Duty of the persons using this facility to carry out the tasks shown above, and to initial the box when the task is completed, insert the date of arrival and before you settle down, please ensure you are not taking over someone else's problems / mess without recording it.

There is a space for comments where the user should insert how they found the facility and also any maintenance issues requiring attention, please initial any comments.

For emergencies, all issues can be directed to the main office or the main gate, this includes plumbing and heating, empty gas bottles also should be reported to the reception.

Look after the facility and it will continue to be somewhere you will remember fondly.