



JACKSONS LANDING

SYDNEY HARBOUR

CHECKLIST FOR THE STATION (TO BE GIVEN TO RESIDENTS ON COMMENCEMENT OF EVENT)

For any problems please see the security officer at the Gatehouse.

- Pre inspection** with the security officer
- Noise:** please keep noise to an acceptable level, be considerate of the neighbours, and have all guests leave by the designated time.

Cleaning Areas:

Kitchen

- All bench tops and cupboards must be wiped down.
- Floor is to be swept and mopped.
- Microwave, refrigerator, oven & cook top to be cleaned after use.
- All garbage to be recycled and bagged and deposited in bins supplied on the veranda.
- Freezer is to be emptied and cleaned.
- Dishwasher is to be cleaned & emptied.
- All leftover food items to be removed from refrigerator
- Cutlery, crockery & glassware to be washed and packed away
- All surfaces including walls & tiles to be cleaned & wiped down

Hall

- All chairs & tables to be packed neatly in cupboard
- Whiteboard to be packed neatly in cupboard
- Floors to be swept and mopped
- Audio Visual equipment to be stacked in cupboard and cupboard locked
- All blinds to be drawn
- All surfaces to be cleaned & wiped down

Bathrooms

- Floors to be swept & mopped
- Mirrors to be cleaned
- Hand basins to be cleaned
- Toilet bowl to be cleaned

- Noise when guests are leaving:** Please encourage your guests to be considerate of our neighbours and leave quietly. Groups waiting to be picked up should wait inside the Station.
- Notify security** when you leave.
- Notify security** of any breakages, or replace broken items.