



**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:**
  - Kitchen**
    - All bench tops & cupboards must be wiped down
    - Floors to be swept & mopped
    - Microwave, Refrigerator, Oven & Cook top to be cleaned after use
    - All garbage to be bagged and taken to an appropriate recycling area
    - Dishwasher to be cleaned & emptied
    - All left over food items to be removed from refrigerator
    - Cutlery, Crockery & Glassware to be washed & 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.