

Lyneal Security Deposit Checklist:

Please file this document for future reference by the Booking clerk, our caretaker and the next group visiting Lyneal. Thank you.

We are very proud of our centre and appreciate all those who work hard to keep it pristine condition. We need your help!

On arrival please take a few minutes to check that you are happy with the way the building has been left. We do not employ a cleaner to keep costs as low as possible, however some tasks are undertaken on a 'regular basis' (e.g. cobwebbing). Checks on entry and exit help the caretaker and committee to ensure groups have respected this wonderful facility.

If you wish to pay for someone to clean Lyneal after your stay, please ensure you have stated this as part of your booking.

	On entry	On exit	Caretaker
All rooms used are cleaned & vacuumed			
Sheets straightened and pillows 'fluffed up'			
All bins emptied, rubbish & recycling removed			
Showers, sinks rinsed clean/ toilets flushed.			
Thermostat in cloak area returned to zero			
Noticeboards cleared: no paintwork damage to walls/ ceiling.			
Windows (incl. velux) securely closed			
Doors locked. Gate/s locked. Key returned.			

Group: Leader name Leader name..... caretaker:

Please add any observations/ comments.

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The caretaker **and** observations of the next group, will authorise the return of your Security deposit. We understand sometimes breakages and accidents do happen, however we are unable to resolve them unless we know about them. We take a sensible approach to general 'wear and tear'. Please note any issues above and contact

Lyneal chair: Bridget Hodges bridgethodges@hotmail.co.uk or 01948 840644 or Booking Secretary: Mary Howard: mary.howard@talk21.com 01939 250741