



Koah Sports & Social Club
322 Koah Road, Koah QLD 4881
Caretaker Phone: 0409 333 404
Email: koah.hall@gmail.com

Pack down checklist

Stack chairs and mats in designated locations	
Wipe down tables and place inside building in designated locations	
Remove signs, decorations, posters and equipment	
Wash up and put away crockery, cutlery, kitchen utensils	
Wipe down kitchen: bar area, table, sink and bench tops	
Remove your food from fridge, leave clean	
Rinse tea towels, cleaning cloths etc. Leave to dry out	
Take recyclables to the bin station outside kitchen- <i>if full, remove recyclables offsite</i>	
Remove general rubbish offsite <i>including food scraps</i>	
Clear and sweep stage areas, if used	
Sweep floors /vacuum carpet	
Leave toilets and cubicles clean - mop all moisture spots	
Mop floors if needed eg spills or mud	
Clear rubbish, butts etc from verandah and grounds	
Remove your personal items from Hall and grounds	
Complete Feedback / Incident report as required	
Turn off fans	
Turn off all lights except emergency lights as arranged	
Lock doors and windows as arranged	
Meet with Caretaker or delegate for bond return inspection	
Return keys as arranged	