

## QUESTIONNAIRE TO BE COMPLETED AT TIME OF DEPARTURE

NAME OF GROUP: \_\_\_\_\_

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

TEL. NO.: \_\_\_\_\_

1. BEDROOMS: (a) Carpets vacuumed (e) Hand basins cleaned  
(b) Bins emptied (f) Surfaces dusted  
(c) Pillows in place (g) Bedspreads spread  
(d) Blankets folded under pillow over bed and pillow
2. KITCHEN AND WASH-UP AREAS cleaned (including thorough cleaning of cooker).
3. FRIDGES AND DEEP FREEZE defrosted, unplugged and doors left open.
4. WASTE - must be put in plastic sacks and left at back door.
5. ALL SPORTS EQUIPMENT returned to store.
6. WASHROOMS AND TOILETS:  
(a) WC bowls cleaned (d) Bins emptied  
(b) Floor brushed (e) Hand basins washed  
(c) Floor mopped with CIF or equivalent
7. SHOWER AREA:  
(a) Hand basins washed with (c) Floor brushed  
CIF or equivalent (d) Floor mopped  
(b) WC bowls cleaned
8. STAIRS: (a) Stairs vacuumed (c) Front stairs vacuumed  
(b) Back stairs vacuumed (d) Basement stairs  
cleaned
9. LANDINGS AND CORRIDORS vacuumed.
10. LOUNGES: (a) Vacuumed (b) Dusted
11. BREAKAGES to be paid for:-  

Dinner plates	€5.00	Cups	€3.50
8" tea plates	€4.50	Saucers	€3.50
Side plates	€3.50	Tumblers	€1.00
12. Have you reported all accidents to the Warden and recorded them in the ACCIDENT LOG BOOK?
13. Details of any DAMAGE during stay:  
  
\_\_\_\_\_  
\_\_\_\_\_

I confirm that the above is as set out and that the premises and equipment are clean and tidy.

SIGNED: \_\_\_\_\_ (LEADER)

Suggestions (or complaints) should be made in writing and handed to the Warden or sent to the SU Office at 87 Lr. George's Street, Dun Laoghaire, Co. Dublin.

**SCRIPTURE UNION - ADVENTURE CENTRE - OVOCA MANOR, AVOCA, CO. WICKLOW**