

# CHECKLIST FOR TENANTS AT SIXTUS LODGE

Group: \_\_\_\_\_ Organiser: \_\_\_\_\_ Date: \_\_\_\_\_

Our Tenants' Checklist helps you to check our facilities at arrival, and again at departure, and provides a guide on how the Lodge can be kept in order during visits and left ready for the next tenants.

Please check (✓ or x) the boxes on your arrival and departure and return this checklist to Property Manager, Sixtus Lodge Trust Board, PO Box 1987, Palmerston North 4440, or scan/email to [propertymanager@sixtuslodge.co.nz](mailto:propertymanager@sixtuslodge.co.nz)

Sixtus Lodge is administrated by volunteers, who work hard to maintain the property, and we rely on guests to help us keep the Lodge clean, tidy, and secure. We do not employ a caretaker or professional cleaners to check & clean our property between guests. We always appreciate the care taken by tenants who leave Sixtus Lodge in excellent condition for the next group.

If you are unhappy with how you find the Lodge on arrival, or have any issues during your stay, please contact our Booking Secretary (Hamish) on 021 238 3546 or email [bookings@sixtuslodge.co.nz](mailto:bookings@sixtuslodge.co.nz). Use this Checklist or email [propertymanager@sixtuslodge.co.nz](mailto:propertymanager@sixtuslodge.co.nz) to report non-urgent property matters or breakages (include photos, if possible).

**For URGENT building or maintenance issues, please contact the Property Manager (Tod) on 027 354 8290.**

	Please check (✓ or x)	Arrival	Departure
<b>Kitchen / Pantry</b>	Utensils, pots and pans, etc all clean and put away		
	Stove tops and ovens wiped clean		
	Stoves and toasters switched off at the wall		
	Benches uncluttered and shelves wiped		
	Fridges empty but <b>NOT</b> switched off at the wall *		
	Fire extinguisher untampered with and in place		
	Floor clear of stuff, swept and wet-mopped		
	On-site keys are back on the hook above the toaster		
	Rubbish bag removed from the pull-out bin in pantry		
	Gas barbecue left clean and cover replaced		
<b>Lounge / Dining</b>	Furniture arranged neatly as per placement photographs		
	Dining Room chairs placed under the dining tables		
	Floor clear and vacuumed		
	Empty the 2 lounge vacuum cleaner bags into the rubbish		
	Windows latched shut and sills wiped		
	Fire out, hearth clean and no wood touching the burner		
	Cold ashes in the metal bin by the woodshed		
Ranch sliders latched and bolted (2 bolts on each)			
<b>Dormitories</b>	Floor clear and vacuumed		
	Used mattress tops wiped clean / replaced on bunks		
<b>Ablutions</b>	Handbasins and toilet bowls cleaned and disinfected		
	Empty sanitary paper bags from the female toilets		
	Washing machines emptied and switched off at the wall		
	Floor and shower trays swept and wet-mopped		
			/PTO

	Please check ( ✓ or x)	Arrival	Departure
<b>Drying Room</b>	Floor clear of stuff and vacuumed		
	Heating unit turned off and the door locked		
<b>Toka Cottage</b>	Appliances empty and switched off at the wall		
	Heaters turned off at the wall		
	Handbasins and toilet bowls cleaned and disinfected		
	Windows latched shut and sills wiped		
	Floor clear of stuff and vacuumed/wet-mopped		
	Toka power switch turned OFF at the kitchen switchboard		
	Door locked		
	Key hung in the main building with the on-site keys		
<b>Ngamoko Room</b>	Floor clear of stuff and vacuumed		
	Taps and power off and door locked		
<b>Grounds</b>	Any Challenge Course equipment put away		
	No litter left lying around		
	No food scraps left outside or for the birds**		
	Mop shed door locked		
<b>Security</b>	All windows shut and latched		
	Close all curtains in the Lodge buildings prior to departure		
	All exterior doors shut and bolted/locked		
	Main ( <b>not Master</b> ) power switched off at the switchboard		
	Road gates shut and latched		
<p>*After cleaning the fridges, leave the doors closed and the wall switches ON. These are on a separate circuit and remain going after the switchboard MAIN is turned off.</p> <p>**Please do not leave food scraps in the grounds or heave them over the cliff. Besides being environmentally inappropriate, it encourages vermin – notably opossums, feral cats, and rats. All rubbish and food scraps need to be taken 'home'.</p> <p><b>Any property issues of damage to report</b> (The Sixtus Lodge Trust Board accepts that damage can occur and asks that an accurate statement be made):</p> <ul style="list-style-type: none"> <li>• <i>(Example) One dining chair has screws missing, bunk in west dormitory needs welding &amp; two cups broken</i></li> <li>•</li> <li>•</li> </ul>			
<p><b>Suggestions for improving the Lodge, its facilities and operation are welcomed:</b></p>			

**The Sixtus Lodge Trust Board hopes that you have enjoyed your stay.  
Please book again!**

Sixtus Lodge Trust Board  
PO Box 1987  
Palmerston North 4440

