

# **Before leaving the centre please undertake the following checks:**

## **BOAT STORE:**

- Empty the boats of water and sponge out
- Rack up the boats and paddles
- Hang up the buoyancy aids and spray decks
- Secure using both locks

## **CHANGING AREAS**

- Clean toilet, sink and floor
- Turn off water (stopcock in washroom)
- Sweep and tidy changing rooms
- Empty changing room bins, replace bin liners and take rubbish away with you
- Ensure there is no equipment or clothing left in changing rooms or outside the Centre,
- Turn off electricity (above entrance door)
- Secure and return keys to appropriate person

*Cleaning equipment is stored in the male changing room. Replacement supplies are stored in loft area above the toilet. If these run out please let us know.*

Report any damage/loss to SSWAC within 24 hours to David or Sue Reeve by phone or [bookings@sswac.co.uk](mailto:bookings@sswac.co.uk)