

## Checklist and Agreement of Hire WDNA Clubrooms

- All equipment returned to original position
- All tables wiped down
- All rubbish, decorations and signs removed and placed in the external bins provided
- Floors vacuumed
- Toilets cleaned and rubbish removed
- Replacement bin liners put in bins
- Interactive whiteboard cleaned and powered off
- All lights, air conditioning/heating units and fans turned off
- Clubroom building armed
- All gates closed and padlocked

Name: \_\_\_\_\_

Club: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***This checklist is to be completed, signed and emailed to enquiries@wdna.net.au or handed in to the WDNA office.***