

LEAVING CHECKLIST

Completing this checklist prior to your departure is a huge help to Wilurarra's core staff. Thank you for the work you have done for Wilurarra and we hope that you've enjoyed your time here.

WORK REQUIREMENTS:

- HANDOVER COMPLETED
- ALL REPORTS, INCLUDING FINAL REPORT COMPLETED AND SUBMITTED
- ALL WILURARRA PROPERTY RETURNED INCLUDING PHONE, STATIONARY, ELECTRONICS ETC.

HOUSE REQUIREMENTS:

- BEDDING, LINEN AND TEA TOWELS WASHED, DRIED AND BED REMADE (UNLESS OTHERWISE AGREED)
- FOOD DISPOSED OF AND FRIDGE CLEANED OUT (ESPECIALLY PERISHABLE FOOD)
- KITCHEN CLEANED, ALL DISHES WASHED
- HOUSE/ROOM DUSTED, SWEEPED AND MOPPED
- ALL RUBBISH TAKEN TO THE TIP
- ENTIRE BATHROOM CLEANED
- HOUSE LOCKED UP
- MAKE SURE ALL WINDOWS ARE CLOSED AND LOCKED
- REPORT ANY FAULTS OR SIGNS OF VERMIN
- TURN OFF ALL LIGHTS INSIDE THE HOUSE
- LEAVE ON PORCH LIGHT AND SENSOR LIGHT (IF APPLICABLE)
- ENSURE ALL LOCK BOXES ARE CLOSED AND LOCKED (IF APPLICABLE)
- ALL KEYS RETURNED. MAKING SURE THAT THEY ARE RETURNED AS THEY WERE PROVIDED TO YOU (KEYS ARE IN THE SAME BUNCHES/CONFIGURATION, ETC)

Please ensure that everything that came with you to Warburton leaves with you or is disposed of, this includes clothing and other personal belongings.