



Seasonal Change Over-Checklist

Internal

Area	Action	Complete
Showers	<ul style="list-style-type: none"> • Clean walls & floors to remove any soap or body grease build up • Clean waste pipes 	
Change Rooms	<ul style="list-style-type: none"> • Clean all walls, floors & seating to remove any build up of dirt, cobwebs, water, etc. • Clean toilet bowl and seat • Clean hand basin • Clean mirror 	
Canteen	<ul style="list-style-type: none"> • Clean all walls and floors and remove all grease, dirt, food etc. • Clean all benches and shelves • Wipe out cupboards • Clean out ovens/warmers • Clean exhaust fan (if applicable) – filters to be thoroughly cleaned of all grease build up • Sink to be cleaned 	
Umpires Rooms	<ul style="list-style-type: none"> • Clean all walls, floors & seating to remove any build up of dirt, cobwebs, water, etc. • Clean toilet bowl and seat • Clean hand basin • Clean mirror 	
Storage Area's	<ul style="list-style-type: none"> • Clean throughout • All chemicals stored correctly and listed on MSDS's • All materials and goal posts stored safely and securely 	
General	<ul style="list-style-type: none"> • Clean all windows and window sills, including louvers in all rooms • Remove cobwebs 	

External

Grounds	<ul style="list-style-type: none"> • Goal posts have been installed/removed and are stored as per <i>Fair Trading (General) Amendment (Soccer Goals) Regulation 2005</i> • Goal Post spigots have been removed and covered • Grounds are free from rubbish and debris 	
Grandstand & Concourse Areas	<ul style="list-style-type: none"> • Grandstand and surrounds swept and clean • All rubbish, cigarette butts etc. have been removed • Cobwebs from external area's and awnings have been removed. 	

Comments

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I certify that all items listed have been completed and any maintenance issues have been reported to Maitland City Council.

	Signed	Date
Recreation Board Representative
Summer User Representative
Winter User Representative