URENUI PĀ

HIRER EXIT INSTRUCTIONS

Please complete all applicable tasks before leaving the Pā.

Thank you for using Urenui Pā.

To help us care for our facilities and ensure they are ready for the next hirer, please work through the following checklist for every area included in your booking.

All hirers are responsible for:

- Cleaning and tidying the areas they have used.
- Removing all rubbish from the Pā.
- Removing all personal belongings, food and equipment.
- Turning off appliances, switches, hand dryers and lights.
- Closing and locking all exterior doors and windows.
- Returning keys to the office or the allocated Trustee.

1. TE AROHA

A. Linen, Mattresses and Pillows

☐ **Used linen:** Place all used linen in the **purple linen bag** provided. Leave the bag beside the laundry cupboard.

☐ **Mattresses:** Return mattresses to the storage cupboards behind the sliding doors first.

☐ **Overflow mattresses:** Stack any remaining mattresses in Te Aroha in a **2 × 2 formation**, leaving a small gap between mattresses for aeration.

☐ **Pillows:** Check all pillows. Place any marked or dirty pillows beside the purple linen bag for cleaning.

☐ Return all clean pillows to the pillow cupboard. For any overflow of pillows please place on mattresses in Te Aroha.

☐ **Seat storage:** Check every storage unit underneath the seating and remove all personal belongings.

☐ **Windows:** Check both skylights are closed. Switch by fire exit door.

☐ **Windows**: Clean the inside of windows and glass doors where there are fingerprints, or marks.

B. Vacuuming

The vacuum cleaner is located in the laundry cupboard opposite the disabled toilets.

☐ Vacuum all of Te Aroha, including the foyer area.

☐ Empty the vacuum contents into the black rubbish bins in the toilet area.

C. Bathrooms (both Tāne and Wāhine)

Cleaning caddies are **white and labelled TĀNE and WĀHINE**. Each bathroom has its own caddy containing bathroom spray, window cleaner, Jif, cleaning cloths, replacement rubbish bags, gloves, paper towels and a Velcro floor mop.

Complete the following in **both bathrooms**:

☐ Clean hand basins using the bathroom spray and cleaning cloth provided.

☐ Clean and disinfect toilets, including toilet bowls and seats.

☐ Replenish toilet paper.

☐ Clean wall area under the hand dryers.

☐ Clean mirrors using the window cleaner and paper towels provided.

☐ Clean the inside of the window sill and windows using the window cleaner and paper towels provided.

☐ Wipe down shower seats and clean shower walls where necessary.

☐ Remove hair from showers.

☐ Empty all individual toilet cubicle rubbish bins into the large black rubbish bin.

☐ Replace each individual toilet cubicle bin with a fresh small rubbish bag.

☐ Remove the full black rubbish bag from the large bin, tie it securely and replace it with a new black bag.

☐ Mop the bathroom floor using the provided Velcro floor mop and bathroom spray.

D. Parents' Room / Disabled Toilet

☐ Clean hand basins using the bathroom spray and cleaning cloth provided.

☐ Clean and disinfect toilets, including toilet bowls and seats.

☐ Replenish toilet paper.

☐ Clean mirrors using the window cleaner and paper towels provided.

☐ Wipe down shower seats and clean shower walls where necessary.

☐ Wipe down the baby change table using the spray provided.

☐ Empty all individual toilet cubicle rubbish bins into the large black rubbish bin.

☐ Replace each individual toilet cubicle bin with a fresh small rubbish bag.

☐ Remove the full black rubbish bag from the large bin, tie it securely and replace it with a new black bag.

☐ Mop the floor using the provided Velcro floor mop and bathroom spray.

E. Used Mop Heads and Rubbish

☐ Once all three bathrooms (Tāne, Wāhine and Disabled) are clean, place all used Velcro mop heads in the bucket provided in the laundry room. Leave the bucket beside the purple linen bag.

☐ Take **all rubbish with you when you leave the Pā**, including the two large black rubbish bags from the Tāne and Wāhine bathrooms.

F. Te Aroha Exterior

☐ Sweep the entire concrete area outside Te Aroha using the broom located in the first cupboard on the way towards the bathrooms.

☐ Sweep the area both on and underneath the blue seats.

☐ Check the entire exterior area for rubbish and personal belongings. Remove everything that does not belong to the Pā.

G. Final Checks

☐ Turn off all hand dryers, bathroom switches and lights.

☐ Check windows and glass doors are cleaned where there are fingerprints, or marks.

☐ Check that all areas are clean, tidy and free of personal belongings.

2. PUNA PIPĪ

The cleaning caddy is located **under the sink**. It contains disposable cleaning cloths, window cleaner, Jif, cleaning cloths, replacement rubbish bags, paper towels and a Velcro floor mop.

☐ Wipe down the kitchenette area and window sills.

☐ Clean the inside of windows and glass doors where there are fingerprints, marks or splashes.

☐ Mop the lino floor using the mop provided.

☐ Vacuum the entire carpeted area using the stick vacuum provided.

☐ Place the used floor mop sheet and disposable kitchen cleaning sheets in the rubbish bin.

☐ Remove the rubbish bag from the bin and replace it with a fresh bag provided.

☐ Remove all rubbish from the Pā when you leave.

☐ Remove all personal belongings, food and equipment.

☐ Check that the area is clean, tidy and ready for the next hirer.

☐ **All mattresses** are to be returned back to the designated storage areas in Te Aroha.

3. TITOHIA TOILETS AND FOYER

The cleaning caddy is located in the **cleaning cupboard in the Wāhine toilets**.

A. Tāne and Wāhine Toilets

Complete the following in both bathrooms:

☐ Clean hand basins using the bathroom spray and cleaning cloth provided.

☐ Clean and disinfect toilets, including toilet bowls and seats.

☐ Replenish toilet paper.

☐ Clean mirrors using the window cleaner and paper towels provided.

☐ Clean wall area under the hand dryers.

☐ Clean the inside of the window sill and windows using the window cleaner and paper towels provided.

☐ Empty all individual toilet cubicle rubbish bins.

☐ Replace each individual toilet cubicle bin with a fresh small rubbish bag.

☐ Mop the floors using the mop provided, with the Velcro floor mop head and bathroom spray.

B. Parents' Room / Disabled Toilet

☐ Clean hand basins using the bathroom spray and cleaning cloth provided.

☐ Clean and disinfect toilets, including toilet bowls and seats.

☐ Clean mirrors using the window cleaner and paper towels provided.

☐ Clean the inside of the window sill and windows using the window cleaner and paper towels provided.

☐ Clean the baby change table using the spray provided.

☐ Empty the rubbish bin and replace the bag with a fresh small rubbish bag.

☐ Mop the floor using the mop provided.

C. Toilet Foyer Area

☐ Clean the inside of windows and glass doors where there are fingerprints, marks or splashes.

☐ Remove all black rubber mats from the foyer and place them outside on the decking to dry.

☐ Mop the foyer floor using the floor mop provided.

Please leave the black rubber mats outside on the decking. The Pā Trustees will return them to the foyer.

D. Used Mop Heads and Rubbish

☐ Once all three bathrooms (Tāne, Wāhine and Parents'/Disabled) are clean, place all used Velcro mop heads in the bucket provided in the cleaning area of the Wāhine toilets.

☐ Remove all rubbish from the Pā when you leave.

E. Final Checks

☐ Turn off all hand dryers, bathroom switches and lights.

☐ Check windows and glass doors are cleaned where there are fingerprints, or marks.

☐ Check that the bathrooms and foyer are clean and tidy.

☐ Ensure the rubber mats are left outside on the decking to dry.

4. PITORE

☐ Collapse all wooden tables and stack them neatly against the left-hand wall beside the laundry.

☐ Return all blue and black chairs to the dining room.

☐ Mop the floors using the green Velcro mop head provided.

☐ Wipe down all window sills.

☐ Clean windows and glass doors where there are fingerprints, or marks.

☐ Remove all personal belongings and rubbish.

☐ Leave the area clean and tidy.

LAUNDRY

☐ Remove all tea towels from washing machine.

☐ Remove all tea towels from dryer and return to draw in cooking area.

☐ Turn off washing machine at the wall.

☐ Turn off dryer at the wall.

☐ Remove lint from dryer filters.

5. TITOHIA DINING ROOM

☐ Mop the dining room floor using the green mop provided with hot water only. Do not use any cleaning detergents.

☐ Stack the chairs evenly and neatly in the far corner of the room.

☐ Wipe down all plastic tables that have been used, using the Spray and Wipe provided in the kitchen.

☐ Return the plastic tables to the trolley and leave them neatly arranged.

☐ Clean windows and glass doors where there are fingerprints, or marks.

☐ Turn off the heat pump.

☐ Vacuum the carpeted foyer. A power point is located underneath the seating in the far right-hand corner of the foyer, facing the roadside. Use this power point when vacuuming.

Please note:

Hirers are responsible for leaving the dining room clean and tidy and the foyer clear of any personal items.

6. TITOHIA KITCHEN AND COOKING AREAS

Cleaning equipment is located **under the kitchen sinks and in the laundry through Pitore**.

Important: Please remove all personal food, products and belongings. Ensure all electrical appliances, cooking appliances and hobs are switched off before leaving.

A. Kitchen Benches, Fridges and Equipment

Using the Spray and Wipe and cleaning cloths provided:

☐ Wipe down all kitchen benches.

☐ Wipe out the inside of the fridges and leave them clean.

☐ Switch fridges off at wall and leave ajar to allow ventilation.

☐ Wipe down the stainless-steel tables, including the undersides and shelves.

☐ Wipe down, turn off and empty the silver portable hot water urn if used.

☐ Check all crockery trolleys and ensure they contain the correct crockery according to the labels.

☐ Empty the toaster of crumbs and wipe it clean.

☐ Turn off the wall-mounted zip system and tap.

☐ Clean windows and glass doors where there are fingerprints, or marks.

B. Cooking Area

☐ Clean out the ovens, removing crumbs and food residue, and wipe them clean.

☐ Clean the microwave oven and wipe it down.

☐ Wipe down all benches in the cooking area.

☐ Wipe down all stainless-steel surfaces in the cooking area.

☐ Lift the removable gas rings and wipe underneath them.

☐ Clean around the fixed, non-removable gas rings.

☐ Ensure all cooking surfaces are clean and free of food residue.

☐ Go outside and turn off all gas bottles.

C. Floors

☐ Mop all floors throughout the kitchen and cooking areas using the green mop provided.

☐ Move trolleys as necessary to mop underneath them.

☐ Mop underneath all stainless-steel benches.

☐ Check that all floors are free of crumbs, food scraps and rubbish.

D. Rubbish

☐ Empty all rubbish bins.

☐ Replace each bin with a fresh rubbish bag. Replacement bags are located under the kitchen bench.

☐ Remove **all rubbish from the Pā** when you leave. Do not leave rubbish bags on the premises.

E. Steriliser

☐ Follow the Steriliser cleaning instructions displayed on the wall beside the Steriliser.

☐ Remove all components specified in the instructions and complete the cleaning process as directed.

☐ Turn the Steriliser off using the switch located under the bench.

F. Storeroom

☐ Ensure the storeroom is clean, tidy and organised.

☐ Return items to their appropriate storage locations.

G. Butchers Room

☐ Clean all benchtops and remove all food from inside sink.

☐ If the chiller has been used, clean and mop it out.

☐ Clean out the fridges and wipe them clean.

☐ Switch off the chiller and fridge at the wall and **leave all doors ajar** for ventilation.

☐ Return all containers to their designated positions under the benches.

☐ Wipe down all window sills.

☐ Clean windows and glass doors where there are fingerprints, or marks.

☐ Mop the floor using the green mop provided.

☐ Check that the outside bench is cleaned and sink is empty.

7. TITOHIA DECK

☐ Sweep the entire deck.

☐ Remove all rubbish, food scraps and personal belongings.

☐ Leave the deck clean and tidy.

8. FINAL DEPARTURE CHECKLIST: ALL HIRERS

Before leaving Urenui Pā, please check every item below.

☐ All areas included in our booking have been cleaned and tidied.

☐ All personal belongings, food and equipment have been removed.

☐ All rubbish has been removed from the Pā.

☐ All used mop heads and cleaning cloths have been placed in the designated bucket for collection by the Trustees.

☐ All electrical appliances, cooking appliances and hobs are switched off.

☐ All kitchen switches are turned off.

☐ All bathroom hand dryers and switches are turned off.

☐ All lights are switched off.

☐ All exterior windows and doors are closed and locked.

☐ All facilities and equipment have been returned to their designated places.

☐ Keys have been returned to the office or handed to the allocated Trustee.

☐ Turn off the gas cylinder on the back deck outside Pitore.

☐ Turn off the gas cylinder outside the toilet block.

THANK YOU FOR CARING FOR URENUI PĀ

Your help ensures that Te Aroha, Puna Pipī, Pitore and Titohia remain clean, safe and welcoming for the next whānau, uri, community group or public hirer.

Ngā mihi,
Urenui Pā Trustees

Urenui Pa Trustee Contact Numbers (local):

Barry Matuku	**027 843 4048**
Audra Potaka	**020 4064 5483**
Tammy Oxenham	**027 381 3820**
Tessa Wallacehoskin	**027 224 6827**
Rawiri McClutchie	**027 555 0384**
Makere Gerrard	**021 022 38713**
Johnson Raumati	**027 458 8473**
Isaiah Wallace	