

FlourMill

SPACE

CHECKOUT CHECKLIST

Thank you for contributing all your loving energy to during your FlourMill Space session! ❤️ 🙏

Here is a Checklist to help you keep our space beautiful, and your own reputation spotless:- 😊

PACK EVERYTHING AWAY NEATLY

Please pack away neatly all cushions, mats, massage tables and anything else that you may have used during your session.

CLEAN THE FLOOR

Please clean our precious parquet floor as follows:-

(a) **ABSORB** Please absorb any liquid spillages such as massage oil with paper towel (available in the little storage room or from the bathrooms). I find it handy to rub away any remaining traces of oil with an absorbent towel (there may be a tattered old white towel in the storage room).

(b) **SWEEP** Once the floor is dry, the floor would love you to cross its entire surface back and forth with the large purple mop. You may also find the green broom / pan handy at the edges.

(c) **VACUUM** It literally only takes 5-10 minutes to zoom back and forth along the floor with the yellow vacuum cleaner to pick up any remaining grit, leaving the floor super smooth for the next event.

KITCHEN

Please wash up any plates, cups, cutlery etc. There should be dishwashing liquid on top of the fridge. Please return any items that belong to the space into the space (or you may be liable to replace them if they disappear).

GARBAGE

How nice of you to remove all unsightly garbage 🤗
Make sure you have your Fob with you! You turn left into the passageway as you exit the kitchen space, then exit the building and the Garbage Room is a few metres outside, on the left. The Fob allows you to open the Garbage Room and allows you to re-enter the building. Don't get locked out!

RECHARGE ELECTRICALS

How wonderful if you could recharge for the next event any equipment you may have used:-

(a) floor lights – the plugin chargers are in a little cardboard box in the storage cupboard

(b) the vacuum cleaner, via the plugin charger

(c) any silent headsets (if used)

SWITCH OFF

Help save energy and money by switching off:

(a) all Airconditioners (keep pressing the power button until there is only a single red light showing on the airconditioning unit)

(c) Speakers, Sound Mixer (and Ceiling Projector)

(d) Lights and any Floor Heaters you may have used

LAUNDRY

Unless arrangements have been made with the FlourMill Space, please take with you all used towels, sarongs, sheets etc and have them cleaned and returned in good condition.

LOCK UP

Keep our space safe and secure by locking:-

(a) all Windows, pushing in the bolt locks

(b) the Street Door (twist the top lock by hand)

(c) the Courtyard Door (use the key on left)

(d) the wooden chest, if used (combination lock)

(e) Boudoir Room double doors (if used)

RETURN THE FOB

If you obtained an entry fob via the Lockbox – upon exiting the building, please return the fob to the Lockbox for the next booking.

FEEDBACK

Please report to Derek any incidents, damage, missing items or maintenance issues, within 24 hours if possible.

TONS OF LOVE, the FlourMill Space 