



# Arrival Checklist

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Before your stay please look around the Cottage to ensure it has been left in a clean and tidy condition as per the departure checklist.

If you have any maintenance or cleanliness issues please complete a reporting slip located in the Eddington folder. If urgent, please report to the Registry Office on 03 5443 4711.

## **On arrival at Eddington Cottage please check...**

### Bedrooms:

- King bed sheets/pillow slips are washed and in wardrobe
- No stains/marks on carpet
- Blinds in working order
- No cracks in windows

### Bathrooms:

- No cracked glass/mirrors/shower screens
- No laundry left behind
- Surfaces left clean
- Floor clean
- Toilets clean and working
- Bins emptied

### Kitchen:

- Bench tops clean
- Dishes clean and put away
- Appliances in working order
- Floor clean
- Bins emptied

Living areas:

- No marks/stains on carpet
- No cracks in windows
- TV and remotes in working order
- Blinds/curtains in working order
- Games packed away in cupboard

Outdoors:

- Decks clean and no broken furniture
- BBQ Clean and tidy