



Departure Checklist

Please make sure the Cottage is left in a clean and tidy condition

Before you leave Eddington Cottage have you...

General:

- Laundry - washed all linen used
- Ensured any remotes/keys are removed from personal key rings
- Left garage remote on kitchen bench top
- Emptied vacuum cleaner

Bedrooms:

- Taken all personal linen with you
- Washed king bed sheets/pillow slips and remade bed with spare linen
- Vacuumed
- Taken all personal belongings from wardrobes/cupboards

Bathrooms:

- Wiped vanity and mirrors
- Cleaned shower/shower screen
- Swept and mopped tiles
- Emptied rubbish bins

- Removed personal towels
- Taken any personal toiletries/appliances
- Cleaned toilets

Kitchen:

- Wiped benches
- Swept and mopped floor
- Washed and put away all dishes
- Turned off kitchen appliances
- Taken all food out of fridge/freezer
- Emptied rubbish bin
- Put rubbish bin/recycling bin out (Monday night)

Living areas:

- Vacuumed
- Closed all blinds/curtains
- Closed and locked all windows and doors
- Outdoor furniture and deck areas left clean and tidy
- Packed away the games into the cupboard

Outdoor areas:

- Decks tidy
- Gas BBQ clean

Departure is by midday

Remember to return your key to the keysafe