**Arrival Checklist**

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, report to the Registry Office on 03 5443 4711 or 0429 263888

**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, gas bottle filled