

Departure Checklist

Departure is by midday. Remember to return your key to the key safe.
Before you leave Eddington Cottage have you...

General:

- ☐ Laundry – washed & dried all linen used & placed in wardrobe
- ☐ Ensured any remotes/keys are removed from personal key rings
- ☐ Taken note (and photos if able) of any maintenance issues to report to the Registry
- ☐ Left garage remote on kitchen bench top
- ☐ Returned all furniture (inc.. beds) to their original position.
- ☐ Replaced toilet paper/liquid sops/washing powder etc. that you use and finish.

Bedrooms:

- ☐ Taken all personal linen with you
- ☐ Washed & Dried king bed sheets/pillow slips
- ☐ Taken all personal belongings from wardrobes/cupboards

Bathrooms:

- ☐ Emptied rubbish bins
- ☐ Removed personal towels
- ☐ Taken any personal toiletries/appliances

Kitchen:

- ☐ Wiped benches/tables/chairs
- ☐ 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

Living areas:

- ☐ 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
- ☐ Gas bottle replaced if needed
- ☐ Ensure that the door mats outside are placed in an upright position against a wall so they are not left flat on the decks (in case of rain events).