



Checkout Guidelines

Checkout time is by 12:00pm.

Name _____ Room # _____ Date _____

_____ Notify the House Manager of your departure day and time.

_____ Strip all the linens from the beds. Separate the bedspreads and turquoise bed runners and place in the black marked cart located in the 1st floor Linen Room.

_____ Put all other linens (pillowcases, sheets, blankets, towels, hand towels and washcloths) in a yellow linen bag and place in the dirty linen cart in the 1st floor Linen Room.

_____ Clean the sink, countertops, mirror, shower/tub, faucets, toilet bowl and seat, outside of toilet and floor with cleaning supplies located in the Laundry Rooms.

_____ Dust the windowsills, furniture, and shelves with a damp cloth.

_____ Throw away, or take with you, any used soap, shampoo/conditioner, toothpaste, etc.

_____ Take all your trash to the black trash bins in the 1st floor Linen Room or 2nd floor Laundry Room. Put a new trash liner in the bathroom wastebasket.

_____ Sweep the bedroom floor.

_____ Remove all personal items from your room. Be sure to check the drawers and nightstand.

_____ Remove food items from your refrigerator bin and locked cabinet. Food must be taken with you or thrown away.

_____ Request a time for the House Manager to inspect your room.

When the above has been finished:

1. Return the following items to the House Manager:
 - a. Keycards and TV Remote (There is a \$10 charge for any lost cards.)
 - b. Any checked out items (i.e. mini-fridge, Pack n' Play, refrigerator bin, hairdryer, etc.)
 - c. This form and completed Family Survey form.
2. Sign the Departure on the Registration form before leaving the House.

Thank you for staying with us!