**Departure Clean Process (Check Out)**

**Indicated below we have the proposed steps to cleaning a Westgate villa. These steps are placed to ensure we establish the process to clean each unit.**

**Steps**

The following are the steps to follow when entering a unit:

**One:** Unit preparation (Enter, Strip Room and report maintenance issues)

**Two:** Kitchen (Clean all items that are used, clean appliances and kitchenware)

**Three**: Bathroom (Scour, Rinse and Wipe)

**Four**: Bedroom (Make beds)

**Five:** Balcony/Patio (Sweep and Wipe)

**Six:** Living Room and Dining Room (Clean and wipe)

**Seven:** Sweep and Vacuum (Living Room Rug and Bedroom Carpet)

**Eight**: Remove all items from Dishwasher

**Nine:** Mop and Finalize Unit

I acknowledge that have been properly trained to clean a unit as indicated in the process above.

I agree to use all authorized Westgate cleaning chemicals in accordance to all respective areas indicated to use with the correct tools and best practice.

Name of Trainee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Trainee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assigned Trainer Name/ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_