

# Departure Checklist

## Check-Out: 10:30 a.m. (Daily)

### TO BE COMPLETED PRIOR TO DEPARTURE

- ☐ BAG all trash throughout cottage and TAKE to the outside trash cans
- ☐ PLACE all bedding and towels in the laundry basket. WE WILL DO THE LAUNDRY.
- ☐ LOAD all dirty dishes, add detergent and RUN the dishwasher.
- ☐ Be sure to LEAVE the portable speaker and TV remote controls on the coffee table. LEAVE bedroom TV remotes on nightstand
- ☐ DISCARD any perishable, opened food items from the refrigerator.
- ☐ Turn OFF lights, ceiling fans, TVs and all other electronics devices.
- ☐ Turn OFF heating and/or A/C (if applicable)
- ☐ LOCK all doors and CLOSE all windows
- ☐ RETURN all items to the 'Toy Box' area (bikes, boards, chairs, etc.)
- ☐ Please REMEMBER your belongings in the drawers etc.
- ☐ Clean the BBQ grill and all BBQ utensils
- ☐ Please DEPART by 10:30 am so we can prepare the cottage for our next guests

- ❖ A courtesy text is appreciated if you plan to leave earlier than 10:30 a.m.
- ❖ Please sign our guestbook and consider a *positive* Airbnb online review.
- ❖ **Thank You** and have a safe trip home.