



Accommodation Check-Out Form

Male

Section 1. Guest Details			
Guest Name	MANSOUR ALNAZARI		
Company ID/Passport No.	10631	Company Name	FAKEEH
Department	UROLOGY	Position	CONSULTANT
Building Number	1	Room Number	101
Status/Rationale of Leave: Annual Leave <input type="checkbox"/> Emergency Leave <input type="checkbox"/> Medical Leave <input type="checkbox"/> Others <input checked="" type="checkbox"/>			

Section 2. Furniture, Electrical, Appliances & Household Items			
Personal Items	Issued No	Common Items	Issued No
Bed with mattress	1	Fridge	1
Bedside Table	1	TV	1
Bed Sheet, Pillow & Pillowcase	2	Telephone	1
Duvet, Bath Towel, Hand Towel & Face Towel	1	Chairs	2
Room Door Key	1	Coffee Table	1
Snack Plate, Coffee Mug, Water Glass & Spoon	1	TV Remote	1
Room Slippers	1	A/C Remote	1
Welcome Pack Set	1	Laundry Bag	1
Bed Lamp	1		

Section 3. Guest Remark	
Guest Signature:	19/8/2024

Section 4. Accommodation In-charge Remarks	
Rooms are in good condition	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Keys returned	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Accommodation In-charge Name	MARY
Accommodation In-charge Signature	19/8/24