



## Accommodation Check-Out Form

## Section 1. Guest Details

Guest Name	Mohammed Mubarak		
Company ID/Passport No.	10629 / 250722455	Company Name	Fakeh
Department	ICU	Position	Consultant
Building Number	B2	Room Number	5

Status/Rationale of Leave: Annual Leave

☐

Emergency Leave

☐

Medical Leave

☐

Others

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## Section 2. Furniture, Electrical, Appliances &amp; Miscellaneous

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, WaterGlass & 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:	<i>[Signature]</i>	Check-Out Date	17/08/24
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## 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	Rica Jamru	
Accommodation In-charge Signature	Date	17/8/24