

EASY DEPARTURE CHECKLIST

Please leave the house reasonably clean.

- _____ **THERMOSTATS** – set it back to 55 degrees.
- _____ **FURNITURE** – if any furniture was moved – please put it back to original location.
- _____ **FRIDGES** – empty it – including the ice
- _____ **UNPLUG** - the fridge and freezer units in the map room ONLY – leave doors OPEN
- _____ **DISHES** – cleaned and put away
- _____ **COFFEE MAKER** – clean and unplugged
- _____ **TRASH** – all trash MUST be removed and put in appropriate barrels outside –
CHECK the bathrooms for any trash left behind
- _____ **GRILL** – must be cleaned and grease trap emptied into trash (NOT SINK)
- _____ **BEDS** – all beds that were **USED** must be stripped down to the Mattress pad –
DO NOT REMOVE pads – leave all used sheets and pillow cases in a
Pile in the “LAUNDRY ROOM” Leave beds unmade **with BLANKET**
On top of the bed.
- _____ **OUTDOOR TRASH** – check around the house for any trash left behind
- _____ **OUTDOOR FURNITURE** – make sure its in order and not thrown around
- _____ **WINDOWS** – check to make sure ALL windows are locked and closed
- _____ **FIRE PLACE** – door must be closed
- _____ **SLIDING DOOR** – close it and place wood bars at the bottom of sliders for
locking effect.

LOCK THE DOOR AND PLACE KEYS on the hook outside. Caretaker will be by shortly after your departure.