

# DEPARTURE PROCEDURES

**\*CHECK OUT TIME IS 11 AM SHARP\***

In an effort to help us maintain our homes please...

- Take your trash and recycling to the outside trash bins before your departure
- Please clean food off of BBQ grills
- Tidy the kitchen — get the dishes going in the dishwasher (no need to empty) and wipe counters
- Put any inside or outside furniture that may have been moved back to its original location
- Make sure heaters/fans are off on all floors
- Return all keys and garage remotes to the baskets on the first and second floors
- Lock sliding doors from the inside, and front doors from the outside using the keypad

Not mandatory but suggested:

- Strip sheets off beds and put in pile by door in each bedroom. Place bedspread and pillows back on beds
- Start a load of towels (up to 8) in the washing machine. Use bleach
- Sweep or hose off first floor deck

**THANK YOU!**