



Departure Day

Departure day is very busy for the housekeeping team, we kindly ask you follow these simple instructions to aid the new guests coming in and housekeepers.

- Depart by **10am Prompt**
- Empty the fridge and freezer of your waste food
- Wipe surfaces over
- Clean the bar b que (if summer use)
- Check all areas of the property for left items
- Please pick up any animal waste if you are in a dog property
- Please wash up any loose items that do not go in the dishwasher
- Please load the dishwasher and run a cycle if applicable
- Shut all doors and windows
- Turn down thermostats / turn off heaters/ put out fires
- All waste /recycling taken from the property and placed into the correct bins and place into the bin area or other location
- **Check you have all personal possessions**
- **Place the key back into the key safe**

**WE ARE NOT RESPONSIBLE FOR YOUR POSSESSIONS
SHOULD YOU LEAVE THEM IN THE PROPERTY**

Please note if you leave items in the property and we recover them it is **your responsibility** to collect them within **12 weeks of departure**. We will **NOT** post items to you; they must be collected by yourself or a courier of your choice. If you do not collect them after **12 weeks** we will then donate any items to a charitable cause.