



As part of our commitment to providing a comfortable and productive environment for all our personnel, we have outlined some important guidelines regarding your stay at an Airbnb property paid for by our company.

## **ATS Airbnb Use:**

Please read and initial.

### **1. Importance of Airbnb Use**

- Utilizing Airbnb accommodations is critical to our business operations. Maintaining a positive rating and reputation on these platforms is essential for our continued success. We do not want to jeopardize our ability to secure Airbnb properties due to negative reviews, which can impact our overall business. \_\_\_\_\_

### **2. Respectful Sharing of Property**

- Remember that you are sharing the property with other technicians. Please be considerate of their comfort and privacy. Keep noise to a minimum during late hours and be mindful of shared spaces. \_\_\_\_\_

### **3. Cleanliness and Personal Responsibility**

- It is essential to maintain cleanliness in your individual and shared space. Please clean up after yourself, including washing dishes, taking out the trash, and tidying up common areas after use. \_\_\_\_\_

- Practice basic hygiene, including regular handwashing and personal space upkeep, to ensure a pleasant environment for everyone. \_\_\_\_\_

### **4. Bathroom Hygiene and Shared Use**

- Maintaining a clean bathroom is essential for both comfort and health. While we strive to assign one technician per bathroom, sharing is often necessary during your stay. If two or more technicians need to share a bathroom, please

ensure that you clean up after each use to create a pleasant experience for everyone. \_\_\_\_\_

### ***Basic Cleaning Steps for Shared Bathroom Use:***

To help maintain cleanliness when sharing a bathroom, please consider the following steps:

1. Wipe Down Surfaces: After each use, take a moment to wipe down the toilet seat, sink, and shower surfaces with a disinfectant wipe. \_\_\_\_\_
2. Keep Cleaning Supplies Handy: It's a good idea to keep a box of Clorox wipes or similar disinfecting wipes readily available for quick cleanups. \_\_\_\_\_
3. Dispose of Personal Items: Remove any personal items from countertops and ensure that the area is tidy. \_\_\_\_\_

## **5. Abide by Property Rules**

- Each Airbnb property has its own set of rules. Familiarize yourself with and strictly adhere to these rules, which may include guidelines about noise levels, use of amenities, and parking. \_\_\_\_\_

## **6. Checkout Procedures**

- Follow the checkout procedures outlined by the Airbnb host. These typically include removing all personal items, discarding trash, loading the dishwasher or washing dishes, returning the keys, and leaving the property in good condition. \_\_\_\_\_

- Please make sure that you **check out on time**, as late checkouts may incur additional fees that will be charged to the technician responsible. \_\_\_\_\_

## **7. No Outside Guests**

- For security and comfort reasons, outside guests are not permitted in the unit. Please refrain from inviting anyone who is not part of the ATS team.

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## 8. Addressing Concerns

- If you have any concerns or issues during your stay, please reach out to the Airbnb host for property-related matters or contact ATS management for any other concerns. We're here to help make sure your experience is safe and enjoyable. \_\_\_\_\_

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I \_\_\_\_\_, have read the above **ATS Airbnb Use** guidance and agree to adhere to the expectations.

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Signature

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Date

Thank you for your cooperation and for helping us maintain a respectful and pleasant environment for everyone. Your adherence to these guidelines not only enhances your experience but also protects our ability to continue utilizing Airbnb accommodations in the future.

Safe travels!

*ATS Management Team*