**Treasure Shores Beach Club**

**Check Out List**

We hope that our owners and guests will think of Treasure Shores as their home away from home and care for it in the same manner. We ask your help in maintaining your unit in the best possible manner during your stay. If there is something broken or not working, please let us know and we will do our best to take care of it.

The House Committee has established the following Check-Out Procedure. It has become necessary to charge a $100.00 fee for any cleaning that is above and beyond the ordinary cleaning (i.e., pots/pans having to be scrubbed clean by our staff, any dirty dishes left in sink or on counter).

CHECK-OUT TIME IS 10:00AM. Saturday is our busiest day and guests are arriving as well as leaving. Housekeeping and Staff need time to prepare units for arriving guests.

**THE FOLLOWING MUST BE COMPLETED BEFORE YOU CHECK OUT:**

\_\_\_\_\_ 1. **Strip beds**-**Remove** sheets and pillow cases from bed and place on floor with soiled towels. **Leave** mattress pads, pillow protectors, blankets, and bedspreads on the bed. **Place** any clean and unused linens and towels on the living room chair.

\_\_\_\_\_ 2. **Empty all trash** from unit and discard in the dumpster at the southeast end of the building.

\_\_\_\_\_ 3. If ice remains in the freezer, please remove and place in garbage disposal. Running the disposal with ice will loosen any food items in the disposal.

\_\_\_\_\_ 4. Place all dishes, cups, glasses, and flatware in the dishwasher and turn it on. This leaves cabinets and drawers empty for cleaning.

\_\_\_\_\_ 5. Any pots/pans not scrubbed clean as you found them will incur the cleaning fee.

\_\_\_\_\_ 6. **If you move furniture around** for any reason, please return it to its original position before you check out.

\_\_\_\_\_ 7. **Please check and clean up** an unusually messy/dirty items (food/drink spills) on counters, tables and in refrigerator to avoid permanent stains or damage to the items.

**\*\*PLEASE NOTE: YOU WILL BE BILLED $100.00 CLEANING CHARGE FOR ANY EXTRA CLEANING OR IF THE ITEMS ABOVE ARE NOT FULLY COMPLETED UPON CHECK OUT.**

\_\_\_\_\_ 8. If you plan to leave earlier than regular check-in time, please notify the front desk. This will help us check the unit and schedule cleaning for the arrival of the next guest.

\_\_\_\_\_ 9. Please place TV Remote visibly on the kitchen counter before you leave.

\_\_\_\_\_ 10. Please return your TSBC Parking Pass before you leave. **Failure to return will result in a $50 fee.**

Guest Printed Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Guest Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_ Unit #\_\_\_\_\_ Week:\_\_\_\_\_