

Departure checklist - Farm House

Mid-week – please vacate your bedrooms by 9.30am and building by 10.00am on the day of your departure and take your folder and keys to reception. You will have been allocated a room to put your bags and other belongings in.

Weekend - we ask you to vacate the building by 5pm on Sunday (or Monday if a bank holiday) and leave your folder and keys in the unit.

Please can you help us by;

- Stripping the beds and putting sheets, duvet covers and pillow cases in the white laundry bags the correct way round (not inside out)
- Straightening the beds



- Leaving the kitchen clean and tidy (no need to mop)
- Sweeping or vacuuming the kitchen and dining area

Final things before you leave your accommodation

- Do a lost property and litter sweep of the whole building (we always find something hiding under a mattress or bed!)
- Make sure the bins are emptied and taken to the wheelie bins and any recycling taken to the bins in the car park
- Empty the small kitchen compost bin into the large outside compost bin, which is located behind the fenced refuse area
- Ensure the lights are switched off and the windows are shut
- Set thermostat to 15 degrees before you leave

Thank you

We hope you have enjoyed your stay