

Corner Cottage

Departure Check List

We have to ask guests to leave the house ready for the next visitors as I no longer have local support for cleaning. I do however have a facility for laundry so you do not need to do that. See details below.

When leaving please ensure the following:

1. Vacuum clean carpets, empty bins in the shower room and bathroom, clean shower room and bathroom if they have been used, including toilets. Clean kitchen.
2. Please ensure you have replaced anything you have used, especially toilet paper.
3. KITCHEN
 - a. Make sure the hot water boost in the kitchen is switched off.
 - b. Empty the dishwasher.
 - c. Empty all bins and put all general rubbish into black sacks and place in the dustbin. Please ensure there is no loose rubbish in the dustbin,
 - d. Put the recycling in the basement.
4. Make sure the fire in the lounge is switched off at the plug.
5. DO NOT switch off the fridge or the TV, HIFI etc.
6. Unless you know there are guests arriving immediately after you leave, make sure all the radiators are off but do not switch them off at the plug.
7. Make sure all the windows are closed, especially in the attic rooms.
8. Lock the basement and the front door.
9. Return keys to the key safe.
10. Report to me any breakages, losses, or insufficiencies.

Unless you know that there are guests following you immediately after you depart, in addition please:

1. KITCHEN
 - a. Switch off the hot water timer. Press the ADVANCE until the display reads OFF OVERRIDE.
 - b. Switch off the electric bin and the cooker.
2. Do the same for the heated towel rail timer in the hall as for the hot water timer.
3. Turn off the mains water stopcock in the basement under the sink.

Laundry Details

The ground floor bedrooms each have a bag for bedding and towels for that room. Each room has two complete sets of bedding and towels. They are colour coded:

- Bedroom 1, King Size, Green towels, Green bag
- Bedroom 2, Double, Duck Egg Blue towels, Blue bag
- Bedroom 3, Two Singles, Navy towels, Purple bag

In bedroom 3, please note that the bed near the window is a recliner which is longer and hence there is a special sheet for that bed.

When you arrive, you should find a large black holdall full of used laundry from the previous guests, probably in the basement. All the beds and towels should be ready and made up in the 3 bedrooms and the attic rooms. The black holdall will be collected sometime after you arrive and returned after processing before you leave. When you leave, empty the black holdall and either use the bedding and towels to replace those you have used or place them in the correct coloured bag for the room. Place all your used linen and towels in the black holdall when you depart and leave the holdall in the basement for collection. If the used laundry is not collected, please let me know so I can arrange for it to be processed.

All miscellaneous towels for the kitchen and bathroom and tea towels are kept in the cupboard in the bathroom. Please place any such towels from the black holdall in the cupboard.

Attic Room

If you use the beds in the attic room, there should be bedding available there for you to change when you depart. Please leave the beds made up.