

Check Out Procedure-

****Strip used beds only**

-PLEASE FOLD TOP BURLAP COVERS and do not put in hampers!!

(Folding the burlap top cover avoids wrinkles and ironing when laundered!
Thank you!!!!)

-Remove outer pillowcases;

*unused pillows/pillow cases can be left next to the beds

****Bring soiled laundry in hampers to main floor and sort accordingly:**

-sheets

-pillowcases

-comforters

-towels

-do not put folded burlap covers in hampers

****Clean out coffee maker**

****Make sure all 3 tv remotes are on velcro locations**

****Put dirty dishes in dishwasher and clean**

****Carry out all garbage to back patio garbages**

-don't forget the bathrooms ;)

****Sweep/vacuum floors**

If glitter residue, use vacuum cleaner in main floor bathroom or upstairs closet (pending deposit)