Apartment Checklist

Use this list to ensure the apartment has been left in good order.
Your co-operation will be greatly appreciated.

On arrival place an X against anything not found satisfactory		On departure place a tick against items checked
	Toilet is clean (toilet brush provided).	
	Bathroom sink is clean and drainer free of hair etc.(bathroom cleaning agents provided if needed)	
	Bath is clean and drainer free of hair etc.	
	Bathroom floor is clean.	
	Bathroom window is shut and locked	
	Bathroom waste bin is emptied and new liner fitted (liners kept under the kitchen sink).	
	Bedroom floor is clean	
	Bedroom windows are shut and locked	
	Used bed linen is left by the entrance inside the apartment	
	Crockery and utensils washed and put back in cupboards.	
	Kitchen sink is clean and drainer is free of debris.	
	Fridge is empty (leave fridge door ajar).	
	All personal food items taken away.	
	Kettle and teapot empty and clean.	
	Electric hob is clean and all controls set to the ‘off’ position.	
	Oven is wiped clean.	
	Tables are wiped clean.	
	Transfer contents of waste-bin to wheelie-bin outside.	
	Kitchen waste-bin emptied and fitted with new liner (liners/plastic bags kept under the sink).	
	Floors mopped clean.	
	Washing machine door left open	
	All windows are shut and locked.	
	Verandah furniture is left clean.	
	Place Verandah furniture inside apartment	
	Verandah doors are shut and locked	
	Verandah door blinds are pulled down	
	Appliances & lights turned off	
	Turn of electricity at mains consumer unit	
	Please report breakages or anything not working here:	
	Ensure no personal belongings are left behind.	
	Please return keys to the place where they were obtained	
	Thank you for co-operating	