

WHITE LAKE BEACH RESORT

DEPARTURE CHECKLIST

In an attempt to keep our cabins neat and in good repair for the next guests, please be sure you have done the following before you check out.

Please remember check out is 10am...be courteous to our cleaning crews and the incoming guests and please have all your belongings out of the cabin or apartment by 10am. There will be a minimum \$100 fee for late checkout or if excessive cleaning is needed.

Thank you for your co-operation!

- Replace any furniture that was moved.
- Return any dishes, utensils, etc to their proper cabin if you have moved items from one cabin to another.
- Gather up all trash from floors, counters, etc. Place in trash bags and leave tied bags OUTSIDE your cabin.
- Leave the kitchen clean: Wipe countertops, and wash any dirty dishes.
- Remove any opened food from the fridge or cupboards.
- There is no need to strip or make beds. Housekeeping will take care of that.
- Gather dirty/used towels and place in the bath or shower.
- Turn any lights and appliances off, especially air conditioners (where applicable)
- Ensure any exterior windows and doors are closed and locked.
- Double-check all drawers and closets for personal items.
- You may leave the keys on the kitchen table or counter if you are paid up—otherwise bring the keys to front desk when you check out.