

Ardgour House

Guest Departure Checklist

As per the booking terms and conditions, the property must be left in a **clean and tidy condition** in line with the checklist below. Additional charges may apply if the property is not left in a satisfactory condition or for damage beyond minor breakages.

Please complete the following before departure:

Bedrooms

- Strip beds and place bedding in the hall.
- Empty bins.
- Remove all personal belongings from wardrobes, drawers, and under beds.
- Dust and wipe down all surfaces.
- Hoover carpets, including under beds where accessible.
- Mop hard floors if applicable.

Bathrooms

- Remove all personal toiletries and belongings.
- Place used towels in the hall.
- Clean sinks, toilets, showers, and baths, including shower screens.
- Wipe down mirrors and surfaces.
- Hoover or mop floors as applicable.
- Empty bathroom bins.

Kitchen

- Wash, dry, and put away all dishes, cookware, and utensils (cupboards are labelled).
- Empty all personal food from the fridge and clean inside.
- Empty freezer.
- Wipe down worktops, cupboard fronts, and dining surfaces.
- Clean the hob.

- Deep clean the oven (we recommend using an overnight oven cleaner such as ovenpride).
- Clean the microwaves inside and out.
- Take out rubbish and recycling to designated bins. Please ensure this is separated as per signs as we can be subject to fines from the council if not.
- Remove any personal appliances.
- Sweep and mop floors in the kitchen and utility room.

Living & Communal Areas

- Return furniture to its original position if moved.
- Dust and tidy all surfaces.
- Remove all personal belongings.
- Hoover carpets and rugs.
- Mop hard floors where applicable.
- Clear out fires.

Outdoor Areas

- Empty cigarette bins.
- Ensure all drive way is free from cigarette ends.
- Ensure outdoor furniture is left clean and tidy.

Before You Leave

Check all rooms, cupboards, drawers, wardrobes, and outdoor areas for forgotten items.

Please ensure the property is left in the same clean and tidy condition as it was found.

Thank you